

JOB DESCRIPTION

NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.

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| Job Title: | Pastoral Support Officer |
| Grade: | 4 |
| Salary: | SCP 13 – SCP 16 |
| Conditions of Service: | Support Staff Contract of Employment |
| Responsible to: | Deputy Headteacher/Senior Leadership Team |

Statement of Purpose

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To provide support to staff on student pastoral issues promoting positive student behaviour and wellbeing.

Support to Pupils

- To provide pastoral support to students on a day-to-day basis
- To liaise with staff, parents and relevant outside agencies as appropriate
- To develop strong links between the school and families in order to improve wellbeing and educational opportunities for students and to promote a positive attitude towards school
- To provide pupils with information, guidance, and signposting for emotional and mental health needs and pastoral care as required.
- To supervise and register pupils who are withdrawn from lessons who are working in the reset area and follow up with staff to put work onto Teams or Showbie for pupils who have been fixed term excluded or not attending for medical reasons
- To be the first response person for everyday student concerns.
- To help with general student supervision duties.
- To help greet students arriving to school.
- To provide support and intervention to promote positive student behaviour and well-being.

- Monitor pupil welfare and well-being and liaising with Progress Teams, Attendance Team and parents and carers.
- Investigating and dealing with minor disputes with other students e.g. bullying, fall-outs or teasing.
- Looking for students who are missing from lessons.
- Helping find misplaced property.
- Meeting and reporting students who are late to school.

Support to other Staff

- To liaise with progress teams, teaching, attendance and support staff to share strategies for support
- To support with parent/carer meetings.
- To support Directors of Progress, senior staff and teaching staff with minor student issues.
- To support after school detentions.
- Working as part of a team to promote and support whole school policies, including behaviour, rewards, attendance and punctuality
- To keep up-to-date records of issues dealt with.
- Responding to parent telephone calls and requests when Directors of Progress are not available.
- Telephoning parents when requested by Progress Team.
- Supporting senior staff with uniform issues that arise during the school day.
- Helping with pastoral administration.
- Administration of Pastoral and Behaviour issues, e.g. Suspension records and documentation.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- To ensure all pupil information regarding behaviour, safeguarding, emotional wellbeing and pastoral care is appropriately recorded and shared.
- To be on call for First Aid and assess pupils presenting as unwell.
- Operate on an on call system in which the on call team can be contacted in order to support staff requesting their intervention, responds promptly.
- Support with students in reset when needed.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Assist with pupil needs as appropriate during the school day.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

| Minimum Criteria for Two Ticks * | Criteria | Measured by APP//ASS |
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| | <p>Experience</p> <ul style="list-style-type: none"> • Experience of working with adolescents and have a natural rapport with young people and enjoy working with them • Dealing with adolescents emotional well being | |
| | <p>Qualifications/Training</p> <ul style="list-style-type: none"> • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities. • First Aider or seeking to gain a First Aid qualification | |
| | <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good communication skills. • Ability to relate well to children and adults. • Have good organisational skills. • Basic knowledge of first aid; e.g. emergency first aid course. • Ability to work constructively as part of a team and on own • initiative. • Use technology – computer, video, and photocopier. • Knowledge of SIMS/Class charts is advantageous • Have a flexible approach to work and be prepared to undertake routine admin tasks if required. • Knowledge of child protection/safeguarding procedures | |

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| | <p>Behavioural Attributes • Customer focused.</p> <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Ability to handle difficult conversations • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • To be self-motivated and have good time management skills • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | |
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MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

11/06/24 JC