

Wootton Academy Trust

Pastoral Support Officer

Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To work with staff and key stakeholders to develop how pupils manage their behaviour.
Job Title:	Pastoral Support Officer
Location:	Wootton Upper School
Reporting Line:	Lead Pastoral Support Officer → Assistant Head (Behaviour and Attendance)
Hours:	37 hours per week – term time only (including 5 training days)
Line management responsibility for:	N/A

Principal Accountabilities/ Responsibilities	<p>To liaise with Lead Pastoral Support Officer, Year leaders, and Assistant Head (Behaviour and Attendance) on a regular basis to deliver effective support to individual and groups of pupils.</p> <p>To manage challenging and/or difficult behaviour and proactively ensure a minimum of “fallout” when such situations arise.</p> <p>To take statements and investigate issues as they arise in a professional and objective manner. To summarise the cause and impact of issues that arise in a timely manner allowing for prompt intervention.</p> <p>To identify pupils for early intervention/support, producing action plans and developing behaviour modification/pastoral support programmes as necessary</p> <p>To participate in the delivery of behaviour modification/pastoral support programmes for pupils both in and outside of the classroom.</p> <p>To work with and support individual pupils withdrawn from classroom-based lessons for a fixed period of time.</p> <p>To observe, monitor and give honest and constructive feedback to pupils and groups of pupils regarding their progress.</p> <p>Under the guidance of Senior Pastoral Staff liaise with external agencies to provide additional support for pupils.</p> <p>To assist in the supervision of pupils withdrawn from lessons, in collaboration with the Lead Pastoral Support Officer, Year leaders, and Assistant Head (Behaviour and Attendance)</p> <p>To work with classroom teachers and departments to ensure pupil behaviour for learning is at least good by developing appropriate strategies</p>
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	<p>To liaise with parents on a regular basis to ensure continuity of support and communication of issues, concerns and praise.</p> <p>To liaise with Year Leaders to ensure successful re-integration of pupils in to the curriculum after a period of time withdrawn from lessons</p> <p>To work collaboratively to ensure the school Behaviour Policy and its rewards and sanctions are applied consistently.</p> <p>To be visible and proactive in monitoring pupils in and around the school outside of lesson time.</p> <p>To attend meetings and prepare reports on pupils as required</p> <p>To review and proactively use attitude to learning data to improve pupils' behaviours.</p> <p>To support the management of identified pupil behaviour during educational visits where required.</p> <p><u>General</u></p> <p>To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.</p> <p>To consistently model the types of behaviour we are looking to encourage our pupils to develop.</p> <p>To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, pupils or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.</p> <p>Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.</p> <p>To be responsible for following health and safety requirements in line with Trust policy and procedures.</p> <p>Undertake further training as required for your areas of responsibility.</p> <p>Undertake any other duties of a similar level and responsibility as may be required</p>
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Pastoral Support Officer Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	Level 2 qualifications in a range of subjects including English and Maths.	Level 3 or higher qualifications First Aid qualification
Experience	Previously worked with children of a similar age Previously worked with pupils with additional needs Previously worked with pupils supporting behaviour related issues	Previous experience working as part of a team approach to behaviour modification Experience of working with relevant external agencies Experience of liaising and supporting parents
Knowledge & Skills	Ability to prepare coherent action plans to support pupils in modifying behaviour Ability to form sound relationships with colleagues and the wider school community. Good knowledge of Microsoft Office including Word and Excel. Understanding of difficulties and issues that can impact on pupils' behaviour for learning Knowledge of a range of support strategies Ability to relate well to children Well organised, efficient and highly motivated with an ability to prioritise your own workload	Awareness of a range of current issues affecting young people and strategies to address them Knowledge of SIMS Knowledge of other software related to managing pupil data in schools.
Personal competencies and qualities	To be supportive, understanding and flexible To have a passion for "making a difference" and ensuring pupil life opportunities are enhanced To be able to reach out to and motivate pupils who feel disengaged, disaffected and often struggle to trust adults Willingness to be flexible and to meet the needs of the Wootton Academy Trust.	