



JOB DESCRIPTION

Title: Pastoral Support Officer

Grade: TPLTSS 5

Main purpose of the role

To provide operational support to the Pastoral Team/Heads of Year.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main Duties and Responsibilities

To work closely alongside Pastoral leaders on a daily basis supporting the students

To deal with student centred issues and concerns throughout the school day, both within lessons and at social times, reporting to Head of Year

Be a member of the daily 'Be Proud Support' rota alongside Senior Staff to support teaching staff and colleagues in classrooms

To assist Pastoral teams in taking statements and evidence to help investigate any student based incidents

To communicate with parents, carers and outside agencies when and where necessary

To help support the Attendance Team by intervening where escalated, with communication home, home visits and liaison with internal and external attendance agencies

Attend Pastoral meetings (Parental, Inclusion and Intervention) when and where necessary

Assist in supporting the more vulnerable students in school, such as PP, SEND and CLA under the leadership of LT staff responsible for that area

Work alongside other Pastoral/Inclusion staff (HOYs/AHOYs, R2L Lead, Internal Exclusion, SEND team, Safeguarding and Mental Health team) on appropriate tasks.

Support for the Academy

Participate in lunchtime duty as and when required

Review and Develop own professional practise

Develop and maintain effectiveness as a member of the Academy staff by taking own responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge, and vocational or academic qualifications.

Contributing to the management of pupil behaviour and security

Contribute to the development and maintenance of academy policies with encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies

Be aware of and understand the Academy's Equality and Diversity policy and the Equality scheme and ensure at all times that the duties of the post are carried out in accordance with the policy

Ensure compliance with Health and Safety legislation and associated codes of practise and authority policies

Develop and maintain working relationships with other professionals

Work effectively with Teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to all overall aims and objectives of the Academy. Provide effective support for all other members of the Academy staff by sharing knowledge and expertise in a professional and contrastive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively

Participate in staff, team and planning meetings

Generic items

To undertake any other duties commensurate with the grade of the post

To ensure compliance with all Health and Safety legislation and associated codes of practise and authority policies

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is office based but will include visiting schools within the Trust for meetings and to support schools with financial activities.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.

Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Supervision and Work planning

This post will be line managed and work closely with the Assistant Principal – Conduct.

This post is required to plan its own work and assist with devising processes that benefit the Academy.

Supervisory responsibility

Number of staff supervised: None.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Pastoral Support Officer

Assessment criteria	Essential	Desirable
Qualifications	5 GCSEs including English and Maths, grades A* - C (or equivalent)	
Work related experience and associated vocational training	<p>Experience of working in a busy and varied role, preferably in an education setting</p> <p>General awareness and understanding of child protection procedures</p> <p>Knowledge of Safeguarding</p>	<p>Experience of working closely with students</p> <p>Some evidence of supervisory experience, preferably working with children</p>
Job related skills	<p>IT competent using databases, Microsoft Excel, Google Mail and Word.</p> <p>First aid trained (or the willingness to complete training)</p>	
Personal skills/qualities	<p>Ability to work under pressure and use own initiative</p> <p>Patient and emotionally resilient</p> <p>Excellent verbal and written communication skills</p> <p>Accuracy and attention to detail</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	

Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	
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