



The Commonweal School Job Description

Pastoral Support Officer

Job Title: Pastoral Support Officer	Level: Grade M	Post Number: A23
Directorate:	Job Family:	Date Prepared: Sept 2021

Role reports to (Job Title): Behaviour for Learning Co-ordinator

Job Purpose: To provide pastoral support and interventions to students in KS3 and KS4 with social, emotional and mental health needs to enable them to access as full a curriculum as possible. Some support in the Sixth Form and The Bridge as required.

Key Accountabilities:

Pastoral Support Officer

To provide pastoral support to students and staff within the main school & The Bridge. Support in Commonweal Sixth Form (C6) as required.

- To include liaison with Tutors, Heads of House, Behaviour for Learning Co-ordinator, SENDCo and relevant outside professionals.
- To promote positive social, emotional, mental health (SEMH) and well-being and enable young people to develop a resilience to help them cope with any difficulties they face.
- Assessing need and develop strategies/intervention programmes to enable students to reduce their anxiety and or SEMH needs and assist them to successfully access a full curriculum.
- To analyze data, implement and measure the impact of interventions.
- To be on call to support children with social, emotional and mental health needs when in a crisis and aim to reintegrate students back into the learning environment as soon as possible.
- Provide a check-in for students and be a key adult for students identified through 'Triage' monitoring their attendance and returning students to class.
- To provide one-to-one focused interventions, using ELSA, solution focused therapy, growth mindset and CBT interventions, providing students with self-help tools to help them manage difficult situations.
- To provide group training sessions for students on dealing with anxiety and other mental health difficulties in KS3, KS4 and the Sixth Form as required.
- Engage students who are currently out of school, working with them, their parent/carer and outside agencies to help students to overcome their barriers and encourage them back into school based education.

- To provide support, advice and guidance to carers, parents and the school, being able to work effectively with parents/carers to ensure the best outcome for students.
- To support identified KS2 students with their transition into secondary school.
- To liaise with named school contacts on a regular basis, whilst observing student confidentiality.
- To make referrals to outside agencies as required.
- To provide support to staff within school who are affected by the difficulties students face.
- To attend regular supervision sessions, to maintain own mental well-being and resilience.
- To refer any Safeguarding issues to the Safeguarding team and record any discussions on CPOMS.
- To observe confidentiality and maintain records for each student, in line with ethical guidelines and the GDPR.

Other Key Accountabilities

1. To hold a current First Aid certificate and to provide First Aid to staff, visitors and students when required.
2. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms.

Known Future changes to the Job:

Job Scope: No & type of jobs Managed:

Job Scope:

Budget:

Typical tasks supervised/allocated to others:

Assets:

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	A good general standard of education (5 A*-C GCSE's or equivalent)		Application form
	Minimum Level 3 in English and Maths (e.g. GCSE Grade C or better)		Certificates at interview
	Willing to gain First Aid certificate, if not already held	Current First Aid certificate	
	Experience of working in a Secondary school	Emotional Literacy Support Assistant (ELSA) qualified Cognitive Behaviour Therapy Attachment Aware Mental Health First Aider Draw & Talk experience Trauma Informed practice	
Training	Wiling to gain Safeguarding, ELSA and Anxiety training, if not already held	Level 2 Safeguarding training within the last 3 years.	Application form
	Willing to train on CPOMS	CPOMS Coping with Anxiety	Interview process

Experience	Working within schools and with young people and of procedures relating to child protection and safeguarding.		Covering letter Application form References
Knowledge and skills	High level of interpersonal and communication skills. The ability to communicate clearly in writing and orally.		Covering letter Application form
		Sound IT skills, including a thorough working knowledge of all Microsoft Office packages, especially Word and Outlook.	Interview process References
		Proficient in the use of SIMS and/or other management information systems.	
		Good knowledge of mental health provision both locally and nationally.	
		Proven ability to manage a case load.	
Personal Attributes	Ability to work accurately and methodically with attention to detail		Covering letter
	A planned and organised approach to work, prioritising tasks to complete by required deadlines.		Application Form
	Approachable manner and excellent people skills; deal with problems in a positive and systematic way.		Interview process
	Ability to relate well to young people and adults		References
	Ability to work on own initiative or within a team		
	Trustworthy and reliable, with high levels of integrity and probity		
	Self-motivated, good humoured and calm		
	Willingness to reflect upon experiences in a critical and constructive manner.		
	Flexible and dependable, demonstrating personal and professional commitment.		
Other factors	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of		Medical clearance

	the Disability Discrimination Act 1995		
Decision Making: <ul style="list-style-type: none"> • Organise own work to meet organisational and student needs. • Take responsibility for dealing professionally with incidents as soon as they occur. • Frequent decision making and use of initiative. 			
Contacts and Relationships: Headteacher Education professionals Local Authority Parents Staff Students			
Creativity & Innovation: <ul style="list-style-type: none"> • Contributes to decision making within relevant areas in the school • Regular requirement for problem solving 			
Emotional Demands: <ul style="list-style-type: none"> • Working under time pressure, and with frequent interruption from students and staff • Dealing with students, parents and outside bodies over the telephone and in person • First Aid duties – dealing with students, staff and visitors who are injured or unwell, and who may sometimes make emotional demands 			
Job Specific Competencies:			
In accordance with the provisions of the GDPR Act 2018 and the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.			