



Job Description

Job Title: Pastoral Support Officer

Reporting to: Vice Principal, Deep Support **Grade: 5**

Overall purpose of the post:

To support the academy in maintaining behaviour and attendance.

Main duties and responsibilities:

- Undertake daily attendance calls, identifying the reason for absence and recording this appropriately;
- To communicate with parents/carers regarding attendance and keep records of calls and reasons for absence, offering support and challenge where appropriate;
- To send out appropriate correspondence to parents/carers regarding absence and attendance, including processing student leave of absence requests;
- Undertake regular hallway sweeps to support with truancy, including identifying the correct lesson a student should be in and escorting them back to the correct room;
- Undertake home visits for students that may experience difficulties in attending school. This may also include collecting students to attend exams;
- Monitor the behaviour of identified students known to cause low level disruption including classroom drop ins;
- Complete internal referrals to the Bridge, PLC and Discovery to ensure students receive appropriate support;
- Liaise with Alternative Provision providers as necessary;
- Use internal systems such as oCloud, CPOMs and Praising Stars to feedback and report on any behaviour incidents or intervention updates;
- Support the Learning Manager and attendance team with low level disruption and admin tasks were necessary;
- Supervise breakfast, break and lunchtimes;
- Supervise students prior to formal examinations;
- Ensure strict confidentiality in all areas of work.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.