



Wootton Academy Trust

Job Description

Pastoral Support Officer

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 students manage their behaviour.
Job Title:	Pastoral Support Officer
Location:	Wootton Upper School
Reporting Line:	Year Leader
Hours:	37 hours per week – term time only (including 5 training days)
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	<p>To consistently model the types of behaviour we are looking to encourage our students to develop.</p> <p>To liaise with Pastoral Year Leaders, Lead Professional (Behaviour) and Assistant Principal (Standards of Behaviour and Attendance) on a regular basis to deliver effective support to individual and groups of students.</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 students for early intervention/support producing action plans and developing behaviour modification/pastoral support programmes as necessary</p> <p>To produce and participate in the delivery of behaviour modification/pastoral support programmes for students both in and outside of the classroom.</p> <p>To work with and support individual students withdrawn from classroom based lessons for a fixed period of time.</p>

	<p>To observe, monitor and give honest and constructive feedback to students and groups of students regarding their progress.</p> <p>Under the guidance of Senior Pastoral Staff liaise with external agencies to provide additional support for students.</p> <p>To assist in the supervision of students in The Student Support Centre in collaboration with Pastoral Year Leaders, Teaching Assistants, Lead Professional (Behaviour) and Assistant Principal (Standards of Behaviour and Attendance)</p> <p>To work with classroom teachers and departments to ensure student behaviour for learning is at least good developing appropriate strategies</p> <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 Pastoral Leaders to ensure successful re-integration of students in to the curriculum after a period of time working in The Student Support Centre.</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 students in and around the school outside of lesson time.</p> <p>To attend meetings and prepare reports on students as required</p> <p>To review and proactively use of behaviour for learning data.</p> <p>To support the management of identified student 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 be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students 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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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 students with additional needs Previously worked with students 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 students 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 students' 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 students in schools.
Personal competencies and qualities	To be supportive, understanding and flexible To have a passion for "making a difference" and ensuring student life opportunities are enhanced To be able to reach out to and motivate students who feel disengaged, disaffected and often struggle to trust adults Willingness to be flexible and to meet the needs of the Wootton Academy Trust.	