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**JOB DESCRIPTION**

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| Job Title: Pastoral Officer | Scale: Fixed point 20 |
| Department: Support Staff | Hours: 8.00am – 4.00pm (35 min break)  37hrs (M-F) term time + 2 inset days |
| Reports to: Progress Leader | Revision date: March 2017 |

Position Overview

**To assist the Senior Leadership team at Poole High School in overseeing the pastoral welfare and academic progress of students in each year group. To deal with pastoral and welfare issues and be responsible for the induction of new arrivals. To support and work with students and families to maximise learning for individual students.**

Job Functions

Pastoral Support

* Monitor the welfare of students acting as a point of contact for form tutors, subject leaders and subject teachers
* Act as a point of contact for safeguarding concerns
* Follow up concerns/incidents and provide individual student support/counselling, as appropriate. Learn on action taken and further follow up required
* Support the rewards and on-report systems, ensuring information is entered onto SIMS and that all relevant documentation is filed
* Meet with school staff, students and parents to identify individual problems and possible solutions
* Make contact with families in response to allocated referrals i.e. home visits and/or meetings in school
* Meet regularly with Pastoral team and Progress Leader/Head of Year team to discuss current issues and developments in the pastoral support system
* Liaise with pastoral/attendance team for the progress hub
* AEN Liasion
* Support the Head of Year/Progress Leader in alternative provision and timetables
* Liaise with parents regarding health/hygiene issues
* Update the central safeguarding information spreadsheet
* Represent the school at child protection, Child In Need or other meetings which involve vulnerable students if required
* Attend relevant year group parents evenings
* Follow the calendar of actions and events for each year group

Academic Overview

* Monitor and evaluate the standards of achievement and progress of the year group by using student assessment data and information
* To be aware of and undertake activities, to assist in monitoring the academic progress and personal, social and emotional needs of students
* To contribute to tracking the academic progress of pupil premium students and targeted students half-termly, and gauge affects of support given

Management of new arrivals

* To be responsible for the induction of new arrivals
* To make contact with parents to arrange an induction program within 10 days of the school receiving notification from the LA admissions
* To obtain full, relevant data from families to assist in early, accurate assessment and early, tailored provision
* To be aware of content of student files transferred from previous school and ensure relevant information is shared to enable others in the school to fulfill their duties
* To liaise regularly with parents during the first few weeks after transfer

Other activities

* To assist in the monitoring and recording of student progress, problems and development needs
* To undertake routine filing and admin tasks
* To provide information to the Senior Leadership Team as appropriate to enable them to carry out their role
* Undertake any other such duties deemed appropriate for this or similar pay grade.

Person Specification

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|  | Essential | Desirable |
| Education/Qualifications | A-C GCSE Maths & English or equivalent |  |
| Experience | Experience in a similar role  Experience of working in a school environment.  Child protection training |  |
| ICT Skills | Proven skills in the use of office packages to include: word, excel, outlook, mail merge | Knowledge of Sims |
| Skills | Excellent organisation, time management, communication and interpersonal skills |  |
|  | Ability to work independently, demonstrating initiative |  |
|  | Ability to reconcile priorities, work to tight deadlines and problem solve |  |
|  | Receptive to new ideas, approaches and challenges |  |
|  | Ability to communicate effectively with all staff students and parents |  |
| Personal Qualities | Enthusiasm and drive  Willingness to challenge others to produce positive outcomes  Flexibility and adaptability  Sense of humour |  |