



Pastoral Care Officer

Start date: September 2018



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Pastoral Care Officer at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (37%) and our pupil premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%
GCSE results 2017: Grades 9 – 4 (English and Maths)	55%
Progress 8 Score	+0.06



Job Description

PRINCIPLE RESPONSIBILITIES

To promote, develop and maintain effective and supportive mentoring relationships with pupils in support of other school teaching and learning professionals and external agencies. The aim being to promote positive activities in the school and community setting and support learning, participation and social inclusion of the pupil.

Primary Purpose of the Job

To provide support and guidance to pupils (and staff working with them) by removing the barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.



Main Duties

To develop a sound understanding of the school curriculum and pastoral care provision.

A nominated Pastoral Care Officer will provide support for the alternative curriculum including knowledge of the curriculum and monitoring attendance. This will include recommendations for the programme and liaison with parents and carers at formal options events and on a one to one basis.

To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and school life. To monitor/identify:

- attendance and tackle low attendance, internal/external truancy
- pupils at risk of exclusion
- pupils with low self-esteem, motivation
- pupils with family and school issues impacting on school life
- pupils educationally underachieving

To liaise with pastoral staff to identified an agreed caseload of pupils to work with. Re-integration plans over an agreed period of time. To respond to unplanned classroom incidents which require pastoral intervention.

To establish and develop effective 1:1 mentoring and other supportive relationships with children and young people. Each Pastoral Care Officer will be linked to a specific year group to facilitate the development of relationships and for continuity of support. This will include the withdrawal and re-integration of students and encouragement to engage in out of hours' school learning and development opportunities. This may involve being the first contact in relation to reported child protection issues where senior staff are not immediately available.



To develop, agree and implement personalised action plans for groups and individual pupils based on a comprehensive assessment of their strengths and needs and strategies for overcoming barriers to learning i.e. behaviour, motivation, aspirations and academic achievement. This will include the development of 1:1 Mentoring material for personal and shared use.

To monitor the progress of individuals at regular intervals and set new targets when appropriate.

To formulate and regularly review agreed plans for students with challenging behaviour.

To identify appropriate support services within and outside the school and negotiate their possible role with the pupil and their parent/carer.

To facilitate access to specialist support services for pupils with barriers to learning. To monitor the effectiveness of that referral. To make recommendations as to the appropriateness of relevant agencies.

To contribute to the development of group and individual programmes of support for pupils.

Liaison with the curriculum, pastoral and departmental teams. This will also include liaison with the SEND team and assisting in the creation, monitoring and review of Education Health Care Plans (EHCP). This will also include administration of one off group programmes of support and also the delivery of group programmes of work.

To develop liaison with parents and carers.

To operate within agreed legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.

To collect information, contribute to the assessment/evaluation and share the findings with relevant other professionals. This includes whole school data analysis to identify areas of concern.

To contribute to the sharing of good practice between individuals, local networks and partner agencies to enhance Pastoral Care provision. This will include multi agency referrals.

To contribute to the development of Pastoral policies and practices and promote monitor and evaluate provision within the school including benchmarking. Specifically, Pastoral Care Officers will become subject specialists in nominated areas and be the school focal point for research, networking, development and referrals within the school i.e.

- Substance Misuse
- Sexual Health Awareness.
- Bullying
- Self-Harm
- Mental health e.g. CAMHS
- Child protection

This may require additional formal training to be qualified to guide pupils and staff on these issues.

To support the training and coaching of staff in working with challenging pupils and appropriate approaches and interventions. This will involve the development of topic mentoring material for personal and team use.

To support the School Charter. Nominated Pastoral Care Officers will manage and administer Internal Exclusions and/or the on call system including supporting teachers by the removal of disruptive pupils.

To develop the Community liaison relationships. This will include first response to local resident complaints regarding pupils including fact finding and recommended resolution.

Pastoral Care Officers will support the Work Experience Coordinator and Work Experience programme providing the link between, students, parents/carers and employers.

To be responsible for and monitor a specific aspect of the Pastoral System.

To lead selected extra-curricular activities. This includes homework and other clubs, charity events and the organisation and supervision of education visits and out-of-school activities.



Reporting to

Head of Pastoral Care

Hours

37 hours per week

Contract type

Term time + 5 training days – Permanent

Salary

Grade 6 point 25 to 29

Person Specification

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Skills and Competency	
At least a level 2 qualification in Maths and English (GCSE grade C or above or equivalent)	Application Form/Qualifications
2- 3 years' experience of working with children/young people (and their families) demonstrating high quality effective support.	Application Form/Interview
Ability to work effectively within a team environment.	Application Form/Interview
Ability to build effective working relationship with all pupils and colleagues.	Application Form/Interview
Knowledge and proven skills in managing challenging behaviour across the Secondary age range.	Application Form/Interview
Ability to contribute to the writing of Individual Behaviour Plans	Application Form/Interview
Ability to deliver group work programmes and formal presentations.	Application Form/Interview
Ability to work with students at all levels regardless of specific individual need. A willingness to develop a range of approaches to assist in engaging with young people and encourage them to engage with the learning process.	Application Form/Interview
Ability to adapt own approach in accordance with pupil needs.	Application Form/Interview
Ability to promote a positive ethos and role model positive attributes.	Application Form/Interview
Ability to identify potential barriers to learning	Application Form/Interview
Ability to work jointly with students to devise Action Plans with clear goal setting and strategies to overcome barriers to learning.	Application Form/Interview
Planning skills to manage allocated caseload, Director of timetables and administration time with the flexibility to deal with priority unplanned issues.	
Excellent numeracy and literacy skills.	Application Form/Interview
Excellent communication skills – both written and verbal. Often dealing with sensitive information in a range of one to one and meeting settings.	Application Form/Interview

Networking and facilitating skills.	Application Form/Interview
Highly developed interpersonal skills to form constructive relationships with disaffected pupils and their parents/carers in a potential conflict and challenging situation.	Application Form/Interview
ICT skills to at least intermediate level – effective use of ICT to support learning, to interrogate data e.g. the use and design of reports, spreadsheets and curriculum and professional research.	Application Form/Interview
Record keeping skills and the ability to create, develop and evaluate compliant systems	Application Form/Interview
Research skills e.g. new initiatives and activities relevant to intervention mentoring, maintaining professional knowledge and expertise.	Application Form/Interview
Ability to work under own initiative and independence in a positive and solution-focused manner without constant referral back. The judgement of when child protection issues require immediate referral is however essential.	Application Form/Interview
Casual car user.	
A comprehensive knowledge and experience of delivering a range of intervention techniques.	Application Form/Interview
Knowledge and ability to work effectively with a wide range of supporting services in both statutory and voluntary sectors.	Application Form/Interview
Understanding of inclusion within a school setting	Application Form/Interview
Working knowledge of relevant policies/codes of practice/legislation	Application Form/Interview
Understanding and working knowledge of the national curriculum and other learning programmes	Application Form/Interview
Working knowledge and understanding of principles of learning styles and independent learning	Application Form/Interview
Experience of resources preparation to support learning programmes	Application Form/Interview
Experience of delivering group programmes and making formal presentations.	Application Form/Interview
Learning Mentor Training or willingness to undergo such training e.g. CWDC, CPD training related to strategies for dealing with challenging pupils.	Application Form/Interview
Work Related Circumstances	
To attend staff training days, twilight training sessions and relevant out of hours training and events.	Interview
CORE ORGANISATIONAL COMPETENCIES	

<p>Valuing Diversity Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people’s strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity and inclusion can improve our ability to deliver better services and reduce disadvantage.</p> <p>Caring for Customers Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the school/setting community</p> <p>Developing Self and Others Coach and PCO others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.</p> <p>Health and Safety The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.</p> <p>Confidentiality To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.</p>	Application form/ Interview
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STAGE TWO

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS – DESIRABLE	METHOD OF ASSESSMENT
Skills/Knowledge/Experience	
Experience working with children/young people and their families in a relevant secondary school environment.	Application Form/Interview
Teaching degree, degree, HLTA or required to work towards the HLTA qualification.	Application Form/qualifications
Counselling qualifications	Application Form/Interview

Application Details

Thank you for taking the time to view the details for the Pastoral Care Officer position.

If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

Please send all completed forms to recruitment@msj.bolton.sch.uk

