



An All-through Co-operative School

JOB DESCRIPTION

POST TITLE: Pastoral Support Officer

GRADE: Scale SO1, Spinal point 29 - 31

RESPONSIBLE TO: Member of SLT/DSD

HOURS OF WORK: 40 hours per week, term time plus 5 inset days

Main purpose:

- To assist Directors of Student Development (DSDs) in overseeing the pastoral care and support needs of individual students, groups of students and year groups so that they achieve as highly as possible in all areas
- To work with DSD's and the wider pastoral team in supporting the implementation of the Good Behaviour Policy with individual and groups of students
- To support the personal development, welfare and child protection needs of identified vulnerable students
- To work with parents regarding student progress, behaviour, attendance, punctuality and well being
- To support parents regarding key stage transition, school procedures and policy, information that pertains to improving home-school communication and parenting skills

Main duties and accountabilities:

Behaviour Support

- Contribute to the supervision of students over break and lunch times around the site and participate in Detention, Duty and Call-Out rotas to support with behaviour, punctuality and attendance across the school
- Work with the DSDs in devising, implementing and evaluating pastoral support plans/behaviour support plans
- Work with the DSDs to ensure that the Good Behaviour Policy is implemented so that effective learning can take place
- Monitor the behaviour of identified students
- Support the running of the school's Inclusion Room for individuals with persistent behaviour concerns
- Support with escorting students to the Inclusion Room and ensuring work is provided for them as required
- Work with DSD's and the pastoral team to coordinate sanctions and rewards and to liaise with parents where appropriate
- Liaise and work with SEN/EAL departments to ensure effective information sharing on students who require individually tailored support programmes
- Take assemblies and/ or work with the DSDs in delivering assemblies which promote

- the school's values, community cohesion and student personal development
- Initiate, coordinate and evaluate activities to develop the potential, skills, qualities and talents of students
- Encourage and motivate students' involvement in key events and extracurricular activities and support with the running of the year council meetings
- Work with parents/carers/ DSD's and form tutors on strategies to improve behaviour for learning
- Assist the DSDs in the monitoring and evaluating of the PSHEE programme, Citizenship and SMSC activities in registration
- Have an overview of the PSHEE programme, including current Safeguarding concerns that need to be covered like E-Safety, FGM, CSE and ensure materials are available to all tutors.
- Be available to deal with / pass on specific issues as they arise in the year group
- Provide individual and/ or group mentoring sessions for identified students (underachievers, those with welfare, health needs)

Attendance and Punctuality

- Monitor, record and promote attendance and punctuality to school and class, actively dealing with both where necessary.
- Liaise with the school's attendance officer regarding poor attendance and work with parents/carers on strategies to improve attendance and punctuality
- Work with the DSD, tutors, students, parent/carers and Education Welfare Officer to ensure that the attendance target for the year group is achieved
- Support the DSD's and form tutors in delivering interventions to support improved attendance and reduce persistent absence
- Work one to one with identified students or groups of students with attendance concerns
- Alert parents as required to poor attendance and persistent absence
- Weekly meetings with the EWO to discuss persistent absentees from Year 7 to 11.
- Supporting the ADSDs with meetings and referrals (CME/EWO/EPNs).
- Advising ADSDs on interventions and strategies for attendance concerns.
- Making sure that all the relevant attendance documents have been updated – Tracker, Leave Request spreadsheet, Actions from EWO meeting and CME logs.
- Updating the Attendance tracker on a weekly basis.
- Liaising with lower school regarding sibling attendance issues.
- Meet with the ADSDs and give them attendance updates and give them focuses for the term.
- Lead ADSDs on identifying, supporting, monitoring the impact of intervention groups.
- Attendance interventions – planning and tracking the impact.
- Ensure the Pastoral Team are following the procedure set out in the Attendance Policy.
- To oversee the coding of registers.
- To liaise with the Welfare Officer to ensure a collaborative approach for students who have attendance concerns due to medical issues.

Welfare, Safeguarding and Child Protection

- Support the Child Protection Officers and DSD's in implementing the school's Safeguarding and Child Protection Policy
- Participate in internal and multi-agency meetings for deciding on actions for students causing concern and for exchange of information and best practice (Year Team, Strategic Interventions and other meetings as required)
- Liaise with the relevant staff on the progress of students who receive mentoring
- Provide targeted mentoring support to a small group of students or individuals
- Work with DSD's and other pastoral or SEND/ EAL staff to make appropriate referrals

- to counselling, mentoring and other internal or external support
- Attend internal and external meetings with Social Care or other agencies to support the Welfare, Safeguarding and Child Protection needs of vulnerable students
- Support DSD's to provide updates and action plans to staff for students who are CLA or subject to a Child Protection or CIN Plan

LACS

- Attend the meetings for all the LAC students allocated.
- Carry out all the relevant actions.
- Arranging tuition and liaising with local tuition centres.
- Minuting meetings and liaising with relevant staff members.
- Planning and managing their PPF.
- Ensuring their EPEPs are updated.
- Ensuring the relevant forms are filled out and sent off – PPF Evaluation forms and LAC forms.
- Updating CLA caseload spreadsheet.
- Updating CP/Safeguarding log and ensuring that relevant tabs are kept up to date.
- Ensuring their PPF records are kept up-to-date – via Natalie and Ann.

General Social Care

- When asked to, make referrals to social care.
- Manage caseloads for students on CIN/CP plans.
- Carry out relevant actions.
- Minute meetings
- Liaise with relevant members of staff
- Ensure that the CP/Safeguarding log is kept up-to-date. – Caseloads/CME log/CLA list and contact details.
- Liaise with external professionals when and where necessary.

Transition and Admissions

- Work with the DSDs on the induction of all students and parents to the school
- Work with the admissions officer and DSD's to ensure the smooth transition and induction of mid-year arrivals to the school
- Have an active role in transition arrangements for students and in developing positive relationships with other schools

Working with Parents

- Be the first line of communication with parents, concerning pastoral issues in a particular year group
- Promote high quality parenting at home, such as encouraging conversations between parents/carers and their children and promoting authoritative rather than authoritarian discipline
- Encourage good relations and effective dialogue between parents, families and teachers about children's progress
- Develop innovative ways of engaging with and developing services for families, especially those who are hard to reach (e.g. fathers, parents of disabled children who need access to short break services) and to encourage families to be involved in their communities, and where desired, develop links with other families with similar needs
- Work with the DSDs in partnership with external stakeholders and partners to inform, advise and guide students and parents on transition to KS3, KS4, Post 16 or employment
- Work with the DSDs in supporting parents and students with information, expectations and deadlines
- Work with the DSDs in auditing parental concerns and provide support and/ or workshops to strengthen families and community cohesion

- Assist in the delivery of parents' evenings
- Work with parents/carers in removing practical and social/emotional barriers to learning and in improving their parenting skills

Uniform

- Managing the uniform cupboard.
- Conducting regular stock checks and replenishing the uniform cupboard. Monitoring the stock levels.
- Washing the uniform from lost property and placing it in the uniform cupboard.
- Ordering tie for the start of each academic year and helping to arrange the payment process.
- Issuing students with new ties and planners, with proof of a receipt.

Training and CPD

- Attend training and undertake appropriate professional development activities as required for the role or as identified in professional development reviews or operational supervision
- Attend relevant staff meetings and whole staff training as required

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Head.

The responsibility for employee health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Sara Dareve**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible

in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.