

Job Description – Pastoral Support Officer

Post Title:	Pastoral Support Officer
Accountable To:	Behaviour Leader
Location:	Bruntcliffe Academy
Scale	SO1

Job Purpose:

To work in partnership with the 'Behaviour Leader' and the 'Inclusion & Safeguarding Leader' to assist with the effective leadership and running of the year group. To effectively safeguard students by taking responsibility for Child Protection within the year group and, where appropriate, across the academy.

Main duties:

- To develop, plan and implement strategies to address the pastoral needs of students (including the Child Protection needs) within the year team and the academy, and to offer information, advice and guidance to other staff regarding the support of students.
- To ensure the Positive Discipline system is robustly and effectively implemented so that students experience a consistent approach across the academy in respect of praise and, where appropriate sanctions.
- To liaise with parents and carers regularly, supporting the effective communication between the academy and home.
- To support the effective running of Isolation so that it serves to diminish inappropriate behaviour.
- To be 'On Call' for your year group at all times ensuring that where you are not available, another Pastoral Officer provides cover.
- To carefully track the students in the year group in a holistic manner; acting, where appropriate, as an advocate for students liaising with members of staff to provide support to targeted students, to raise achievement and improve behaviour.
- Develop and implement action plans for identified students relating directly to their individual needs and circumstances.
- Monitor and evaluate student's responses, progress and achievements against the action plan through techniques such as observation, gathering and analysing relevant data.
- Establish and maintain positive and appropriate mentoring relationships with students that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- Maintain regular contact with parent/carers of students in need of additional support, to keep them informed of the student's objectives and progress, and to secure positive family support and involvement.
- Provide objective and accurate feedback to students about their progress and achievement.

- Encourage students to take responsibility by providing a range of information, advice and guidance to support and enable them to make choices about their own learning and behaviour.
- Be a 'point of contact' between the school and external agencies involved in supporting students, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for students.
- Attend multi-agency meetings in order to fully support students' needs and act upon any issues arising in an effective and comprehensive manner.
- Log all appropriate information correctly on the academy's pastoral monitoring systems e.g. CPOMS, Sims etc, and, where appropriate, train other colleagues in respect of the effective recording of information.
- Take a lead in the comprehensive assessment of student performance by investigating information and analysing patterns/trends in a range of data, in conjunction with teaching and other support staff.
- Plan and deliver group and individual support sessions on topics such as self-harm, anger management, emotional resilience, effective parenting, study support.
- Work to improve student behaviour through a pro-active approach informed by trend analysis and through maintaining a clear and positive framework for behaviour management in line with the Trust's Behaviour Policy.
- Be responsible for promoting the welfare of students by identifying potential child abuse and following safeguarding procedures in accordance with the Trust's Child Protection Policy.
- Work alongside the Attendance team to provide support for students who are unable to attend the Academy, which may include home visits.
- Support with transition arrangements for students entering or leaving the Academy.
- Supporting the academy with student access arrangements and examinations.
- Complete AM, Break, Lunch & PM duties as required by the Principal.
- Undertake additional duties appropriate to the post as required.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we can expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.