

CHENEY SCHOOL - JOB DESCRIPTION
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Job Title	Student Pastoral Support Officer	Grade	Grade 8
		Time	Term Time + 5 INSET days

Outline Job Description

As Student Pastoral Support Officer you will be working with students to provide them with the pastoral support they need to achieve their full potential and will assist in managing health and welfare provisions at the school.

A. Key Objectives

1. To develop good relationships with students, staff and parents, based on trust, respect and support.
2. To build up a knowledge base of all students and assist in early and effective interventions as required.
3. To liaise with all relevant staff in monitoring student achievement development and welfare.
4. To communicate with parents and other agencies when there are concerns of welfare, attendance or achievement of an individual student.
5. To work with the others to assess the health needs of the students at the school and contribute to the development of a health care plan and appropriate policies.
6. To provide high quality health and welfare services including co-ordinating immunisation programmes.
7. To oversee the provision of medication to children with healthcare needs, for example, asthma, diabetes, epilepsy and providing/organising training for school staff.

B. Achievement and Attainment

1. To support the daily attendance of all students within years 7 to 11.
2. To monitor the achievement of individual students (academic, attendance, behaviour) and work with Year teams to help all students, and in particular to vulnerable students reach their full potential.
3. To organise work/support for students as directed.
4. To provide pastoral and academic support to and monitoring of students in the year group.

C. Behaviour and Attendance

1. To promote and maintain the expected standards of good behaviour, attendance and uniform.
2. To use the school Management Information System to help prepare reports to Parents/Staff.
3. To communicate daily with parents using text/emails/call home to query absences, inform about daily and weekly detentions.
4. To liaise with teaching staff, parents and other agencies as appropriate to help with the consistent implementation of the RFL Policy.

D. Student Development

1. To retain and distribute appropriate information on students as required.
2. To support with the student attendance/parental attendance at parents' consultation meetings
3. To provide pastoral and academic support to and monitoring of students in the year group.
4. To provide work for students for Internal and external Suspensions.
5. To be supporting staff with students through being a proactive presence to ensure punctuality and good behaviour in school

E. Health and welfare provisions

1. To provide confidential health advice for individual children.
2. To support, advise, counsel and refer children experiencing mental health problems, for example, depression.
3. To produce individual health plans for identified children, for example, those with long-term conditions and/or disabilities.
4. To provide students, parents/carers and school staff with necessary information.
5. To make appropriate referrals and/or appointments to other teams, professionals and agencies.
6. To support vulnerable children by working alongside teachers, social workers, education welfare officers and other professionals.
7. To work with in partnership with other professionals to provide individual family support on specific identified issues.
8. To co-ordinate and participate in immunisation and screening programmes.
9. To assist with health education, for example, participating in lessons and assemblies, giving talks to groups of students.
10. To contribute to the PSHE curriculum, for example, exercise and healthy eating, mental health and wellbeing, sexual health and relationships, drug and alcohol abuse, and smoking.
11. To provide First Aid support to students.
12. To maintain strict professional confidentiality, yet understanding the need to share information with other staff and agencies as appropriate in line with school policies and procedures.
13. To participate in internal and multi-agency groups as appropriate for exchange of information and best practice.
14. To participate in school and local initiatives/promotions, for example, healthy eating.
15. To engage in research and evaluation of school health services and other programmes.
16. To report any welfare and/or child protection concerns in accordance with school policies.
17. To deal with any immediate problems or emergencies according to the school's policies and procedures.
18. To contribute to the development of associated school policies and procedures.
19. To advise line manager, the senior leadership team and the governing board on matters relating to this area.

F. Other Duties and Responsibility

1. To be familiar with and adhere to all school policies and Health and Safety requirements.
2. To attend INSET as required for mutual training and support year teams in training.
3. To participate in the school's Performance Management System and to engage in performance reviews.
4. To undertake other duties as may be required from time to time.