



## Job Description

**Job Title:** Pastoral Support Officer  
**Salary:** Grade 6  
**Responsible to:** Assistant Principal/Vice Principal/Pastoral Senior Leader/Head of Year

### Vision and purpose

To support the Academy ensuring students' attend school, are on time every day and are supported to ensure their behaviour is demonstrating they are ready to learn. You will take the lead in contacting parents/carers where children have been or who are absent from school, creating positive relationships and building trust between home and school. As a highly visible member of staff, you will ensure students are ready to learn by creating a culture of high expectation where students know the values and expectations of behaviour. You will be the first port of call in dealing with pastoral issues.

### Responsibilities

Undertake responsibilities, duties and work to include:

#### 1. General Duties

- Highly visible, supportive, and approachable
- Undertake whole Academy duties as outlined in responsibilities agreed each year.
- Transition supervision
- Lesson by lesson hotspot support
- Parental liaison re: Reset Reflect Reform (RRR), pastoral issues
- In academy interventions
- Safeguarding – referral to DSL team, low level interventions
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's policies
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To adhere to the academy's Staff Code of Conduct
- To actively engage in academy's CPD programme
- To undertake any other duty as requested by the Principal, Senior Leadership team, in line with the level of the role
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- To attend meetings as appropriate
- To complete first aid training and support students with non-essential first aid issues.(e.g. ice pack, plasters)
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

#### 2. Specific Responsibilities

- To be highly visible and respond to incidents of poor behaviour.
- To support supervision of students at social time and transition

- Collaborate closely with the Attendance team to monitor daily student attendance and contact home in line with the Academy Attendance Policy
- Assist in identifying patterns of absenteeism and work proactively to address barriers to attendance, particularly for vulnerable students.
- Support follow-up actions such as contacting parents/carers, conducting home visits (where appropriate), and coordinating meetings.
- To walk the academy, focusing on hot spot areas, and triage student incident
- To conduct detailed and high-quality investigations following incidents of poor behaviour
- To support with educational trips
- To liaise with the Heads of Year providing detailed feedback and information regarding incidents of poor behaviour and supporting with the sanction process
- When appropriate to support the Heads of Years with the organisation of mock and external exams
- Ensure students who are attending the RRR are settled and engaged throughout the day
- To be the first 'port of call' to support the on-call process when needed
- To use data, including but not limited to behaviour, attendance, punctuality, suspensions/exclusions, RRR, house points to help to inform intervention where necessary
- To support with monitoring punctuality data and implement appropriate action where necessary
- To identify and respond to students' underachievement providing necessary support both academically and socially through the referral system
- Supervise detentions
- To build relationships with parents/carers and their families within the year groups
- To support with Parents' Evenings and other similar events
- To undertake any other duty as requested by the Principal/SLT in line with the level of the role

### 3. Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from Early Help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To always consider what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder and will be reviewed annually as part of the Academy Appraisal process.

### Safeguarding

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.**

**Signature:**

**Print Name:**

**Date:**