



JOB DESCRIPTION: Pastoral and Welfare Officer

Allowances:	C1
Responsible to:	Key Stage Leader
Review Date:	December 2022

PURPOSE OF THE JOB:

The post holder is responsible for contributing to the provision, monitoring and review of effective pastoral support systems aimed at ensuring that students obtain positive outcomes.

The post holder will be responsible for developing and implementing creative and effective strategies to meet the needs of identified students within the schools agreed systems and policies.

The role will act as a key link between the school, students and families and SLT/Extended leadership, this will include supporting the delivery of internal and external key school events.

To work with the Key Stage Leaders, Year Leaders and SLT to ensure the delivery of an effective and supportive transition process, including excellent communication and follow up with students, parents/carers, internal and external partners.

To develop and implement targeted strategies with identified students to secure good attendance, behaviour and attitude to learning. This includes monitoring and evaluating the impact of a range of strategies and providing clear and accurate information relating to behaviour and attendance.

To run an effective supervised study and relocation system which is calm and purposeful and aims to successfully re-engage students with mainstream lessons.

The specific responsibilities include:

- To work closely with the Key Stage Leader and Year Leaders to ensure that all work undertaken by the Pastoral Teams run efficiently and effectively and to support and deputise for Year Leaders in their absence.
- To work as part of the Pastoral team to establish a Key Stage ethos which creates a climate for great learning, success and opportunity and establishes high expectations for student progress and behaviour.
- Liaise with Key Stage Leaders and Year Leaders to support positive experiences for all students, including leading internal and external key school events.
- Delivery of effective pastoral support to all students as directed by SLT, Key Stage Leaders, Year Leaders and SENCO



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- Liaise with Key Stage Leaders, Year Leaders, Attendance Officer, SENCO and external agencies to develop, implement, monitor and evaluate effective student support packages to manage complex issues related to Health, Behaviour, Attendance, Progress or Early Help.
- Liaise with Key Stage Leaders, Year Leaders, SENCO, parents/carers and external agencies to develop, implement and monitor effective Individual Behaviour Plans, Personal Support Plans, Positive Handling Plans. Individual Health Care Plans and Individual Student Risk Assessments. This may also include the review of the Plans and Assessments developed by others.
- Under the direction of the Key Stage Leader, SLT or SENCO, develop, deliver and evaluate, targeted programmes for groups and individual students.
- Act as a key link liaising with staff, Pastoral Teams and SLT/Wider leadership regarding student behaviour, information sharing and progress, disseminating information to the team as appropriate.
- Working closely with the Key Stage Leader and Year Leaders support and promote the delivery of agreed reward and recognition systems the year group, targeted groups and individuals, as appropriate.
- Contribute to the planning and delivery of meetings for targeted year groups and their parents/carers including overseeing any appropriate follow up actions.
- To support PSHE, SRE and Personal Development delivery in school including 1:1 and small group work.
- To work with Key Stage Leaders and Year Leaders to ensure positive relationships with parents/carers are developed and maintained in order to build effective and productive links between home and school ensuring effective communication.
- Support the development, delivery and evaluation of specialised, targeted programmes for groups and individual students working in partnership with Key Stage Leaders, Year Leaders and the SENCO.
- Liaise with internal and external colleagues and professionals to support the sourcing and delivery of appropriate alternative provision and/or alternative learning pathways that meets the needs of students.
- Support careers development opportunities and enrichment provision for students, taking prompt and appropriate action to deal with any issues.
- Support the development and delivery of effective strategies in liaison with SLT, Extended Leadership and the Attendance Officer to improve punctuality and attendance including targeted strategies for attendance in relation to internal and external exams and assessments for high risk students.
- Support the development and delivery of effective strategies to identify and prevent students becoming NEET.



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- Liaise with other schools and colleges to ensure the appropriate transfer of information and enable effective reporting, this will include behavioural information as well as liaising with the Safeguarding Team to ensure any Child Protection files are transferred.
- Maintain effective behaviour recording systems, involving giving advice and support to colleagues in relation to appropriate recording of behaviour issues and specific strategies for identified students, analysis of behaviour patterns and wider follow up strategies
- To collate and present pastoral data, creating reports for ELT, SLT and Governors as appropriate.
- Support the effective delivery of systems in the supervised study and/or relocation areas, including providing supervision as required and escalating any issues to the appropriate level.
- Contribute to the management and delivery of the detention system including preparation, communication, supervision and follow up.
- Support effective and appropriate management of student pastoral data to ensure accurate, comprehensive and confidential records are maintained in line with school systems and procedures.
- Provide support to the wider pastoral team to facilitate the effective running of systems ensuring that students are provided with optimal opportunities for learning and assessment. This will include planning and coaching to modify student behaviour so that students can be successfully reintegrated into mainstream classes. This may involve development and implementation of positive and creative strategies for disaffected students.
- To contribute to the wellbeing of all students including being a Mental Health First Aider, ensuring Wellbeing Support Plans are developed and reviewed as appropriate
- Provide appropriate supervision for students both in school and on visits, trips and out of school activities as required. This will include the organisation and supervision of detentions, isolation, student support and the pastoral area.
- Undertake any other reasonable duties at the request of the Headteacher or SLT

Additional Duties

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- The post holder may be required from time to time to undertake additional lunch, break and after school duties as requested by SLT.
- The post holder may be required from time to time to assist with the invigilation and/or administration of internal and/or external assessments.
- Support and promote the school's policies on diversity and equality of opportunity



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- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.

VARIATION IN ROLE

- Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.

HEALTH & SAFETY

- The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

The School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



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PERSON SPECIFICATION

Job Title: Pastoral and Welfare Officer

You should be able to provide evidence of:

KEY CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Maths and English GCSE at Grade C or equivalent.	Experience/qualifications in Youth work/Education
EXPERIENCE	Experience of working with children or young people with complex needs. Experience of behaviour management Experience of providing pastoral support students in the 11-18 age range. Experience of multi-agency working. Experience of working within a pastoral team.	Experience of delivering targeted intervention in relation to students at risk of becoming NEET. Experience of supporting the delivery of Early Help Plans Experience of developing, reviewing and implementing IEP/IBPs, risk assessments, health care plans.
KNOWLEDGE	Working knowledge of current theory and practice in relation to working with children and families with complex needs. Knowledge of safeguarding legislation and guidance.	



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KEY CRITERIA	ESSENTIAL	DESIRABLE
SKILLS	<p>Good organisational skills</p> <p>Able to work effectively as part of a team</p> <p>Excellent interpersonal skills</p> <p>Excellent written and oral communication skills</p> <p>Negotiating/Influencing skills</p> <p>Able to use a variety of ICT packages effectively</p>	<p>Can demonstrate a flexible approach to problem solving.</p> <p>Can provide clear examples of staying calm under pressure.</p>

We are actively committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce, which reflects the population of Leeds.