

Position: - Pastoral Officer

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| Job Title: | Pastoral Officer |
| Hours: | Full Time |
| Contract Type: | Permanent/Temporary |
| Salary: | Up to £25,000 depending on qualification and experience |
| Responsible to: | Headteacher/Senior Leadership Team |

Job Description:

We are looking to employ a Pastoral Officer to provide complimentary service to teachers and pastoral staff in school, in order to address the needs of children who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential.

General Main Duties and Responsibilities:

- To identify those children who would benefit most from academic mentoring and, working with others, draw up and implement an action plan for each child who needs particular support
- To support the Headteacher in achieving the target attendance for the year group by creating and implementing strategies aimed to improve attendance, punctuality for all students, particularly those with an attendance below 96%.
- To raise the profile of attendance and support students to understand the correlation between attendance and achievement within the Year Group
- To respond rapidly to students with persistent absence and implement interventions
- To oversee monitoring and the academic progress of students, supporting teaching staff with attendance to lessons and intervention sessions, and embedding a positive attitude towards learning.
- To support the Headteacher with rewarding and celebrating the success of students publicly, in assemblies and planning celebration events. This includes communicating this success with families
- Support all staff and students with investigating incidents, finding solutions to build positive relationships, and communicating and meeting with families.
- Supporting with Restorative Justice with students, staff, and families
- To support students 1:1 and liaise with external agencies where necessary
- To support students and families explore the next steps in their child's education
- Working with other members of the Pastoral Team / Student Services including the Attendance Officer, Home School Liaison, School Counsellors, and the SENDCO to help the pupils be as successful as possible and achieve well
- To contribute to child welfare and protection utilising the Common Assessment Framework
- To work with external agencies including Social Workers, the Educational Welfare Officer, BICS, MASH and other organisations that support students' wellbeing.
- To work closely with the DSL and relevant agencies to support Child Protection and Safeguarding.
- To work closely with the SENDCO to ensure that the needs of children with special education needs are met, including appropriate access arrangements
- To track and monitor impact of academic interventions and report to stakeholders the progress made.
- To participate in the comprehensive assessment of children and young people to identify and address barriers to learning
- To monitor and report on the implementation of Learning Support Plans
- To comply with all relevant legislation and school policies and procedures
- Engage in professional development opportunities

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Pastoral Officer – Personal Specification

| | Essential: | Desirable: |
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| Qualification: | <ul style="list-style-type: none"> • Having or working towards NVQ Level 4 or equivalent qualification • Good knowledge of Microsoft Office including Excel, Word and Power Point | |
| Skills, Knowledge, Aptitude & Experience: | <ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person • To adhere to school Health and Safety policy including risk assessment and safety systems • To adhere to school policy on equality and diversity • To contribute to the overall ethos/aims of the school • To appreciate and support the roles of other professionals • To participate in training opportunities and professional development as required • To be responsible for promoting and safeguarding the welfare of children and young people within the school. • Evidence of pastoral related training • Evidence of recent relevant ICT training • Current first aid certification, or willingness to undergo training • Experience Of working with students from the 11-16 age range • Evidence of using ICT to monitor attendance and punctuality, or willingness to undergo training • Developing student autonomy through strategies such as peer mentoring • Using extra-curricular activities to enhance motivation and attainment • Raising levels of attendance and punctuality through rigorous monitoring, reporting and follow-up action • Using ICT for curriculum and administration purposes • Prioritise, plan and organise | |

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| | <ul style="list-style-type: none"> • Work as part of a team • Understanding of the issues facing young people and adolescents • Understanding of the every child matters agenda • Genuine liking of young people • Ability to form constructive relationships with young people • Ability to set and maintain high expectations and standards • Ability to liaise with parents and teaching staff Good ict knowledge and skills • Good literacy skills • Ability to work independently • Excellent organisational skills • Evidence of understanding equal opportunities issues • Patience and understanding • An excellent record of attendance, punctuality and time management skills • Effective oral and written communication skills • Ability to analyse and interpret data effectively and act upon the information • Ability to think strategically • Ability to work within a team and manage a team • Ability to motivate and lead students and staff • Ability to analyse issues and identify solutions • Vision and ability to manage change successfully | |
| <p>Physical:</p> | <ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks | |
| <p>Personal Qualities:</p> | <ul style="list-style-type: none"> • Ambitious and hard-working • Commitment to the wider school community and a willingness to offer extra-curricular activities • Commitment to pursue agreed short/medium and long-term strategies to completion • Commitment to working with students of all abilities • A passion and commitment to an ethos of high expectations, personal fulfilment and academic success • Presence and approachability | |

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| | <ul style="list-style-type: none"> • Sense of humour and resilience. • Motivation to work with children and young people. • Ability to build and sustain professional standards, relationships and personal boundaries with children and young people. • Emotional maturity and resilience in dealing with challenging behaviours. Ability to contribute towards creating a safe and protective environment. • Empathy with the aims and objectives of the school • Willingness to continue professional development. • Commitment to maintaining high standards and expectations. • Commitment to contributing to the school life as a whole. • Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students • To undertake additional duties as required from time to time • To have full knowledge and appreciation of the range of extended services that could be drawn upon in the local area to provide extra support for students • To facilitate the sharing of information between school staff and partner agencies • To network with other learning mentors and share best practice | |
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The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

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