

JOB DESCRIPTION

Post Title: Forward Step / Make a Change Pastoral Support Officer
Salary: SEMH HLTA (Grade F)
Reporting to: Senior Pastoral Manager
Hours: 37 hours per week – term time +1 week

Main Purpose

To work as part of a highly skilled team to deliver support which enables students to re-engage with education in the mainstream or to transition to an appropriate alternative. To work alongside colleagues to create a culture of success cemented within the highest of social and academic expectations with a strong held belief that there is no barrier that cannot be overcome without the right support.

You will demonstrate the high standards we expect our students to attain. This will include dress code, punctuality, and social interactions. You will consistently model the highest of expectations to achieve success.

You will ensure that students will be listened to, and their voice recognised through appropriate discussion and structured response. You will be empowered to challenge where appropriate and ensure that success is recognised at all times.

Main Accountabilities

Support for Pupils

1. To attend to the personal, social and mental health needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, make this part of the learning experience.
2. Alongside teaching staff supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
3. Assist with the development and implementation of Personal Education Plans and Positive Behaviour Support Plans
4. Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
5. Provide feedback to students and families in relation to progress and achievement under the guidance of the Centre Leader
6. Liaise with teaching and pastoral staff to facilitate reintegration into mainstream lessons and schedule in-class support to maximise success.

Support for Teachers

7. Assist with the delivery of learning activities.
8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of student's work.
9. Use strategies, in liaison with the teacher, to support students to achieve learning goals.
10. Monitor student responses to learning activities and accurately record achievement/progress as directed.
11. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
12. Promote good behaviour, dealing promptly with conflict and incidents in line with established protocols and encourage students to take responsibility for their actions.

Support for the Curriculum

13. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
14. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use.

Support for the School

15. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
17. Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
18. Assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
19. Ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
20. Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal or Head teacher.

Other features of the Post:

This Job Description is not definitive or exhaustive but is provided to give the postholder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

Prepared By:

Received By:

Date:

Date:

Person Specification:

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore bear this in mind when preparing their application and completing the application form.

	Essential	Desirable
QUALIFICATIONS – certificates will need to be produced		
English and Maths qualifications to Level 2 (GCSE A-C), or equivalent	✓	
Teaching Assistant Qualification, or equivalent		✓
English and Maths qualifications to Level 3 (A Level), or equivalent		✓
KNOWLEDGE, UNDERSTANDING AND EXPERIENCE		
Knowledge and understanding of safeguarding regulations	✓	
A knowledge of how young people think and learn		✓
An understanding of what young people with social, emotional and mental health difficulties experience		✓
An understanding of the types, indicators and impact of trauma on young people		✓
Experience of working in alternative provision		✓
Experience of working with children of a relevant age	✓	
Norfolk Steps		✓
Food Hygiene Certificate		✓
Experience of working with students with SEMH needs		✓
Thrive Practitioner		✓
Lego Therapy		✓
PERSONAL AND PROFESSIONAL QUALITIES		
The ability to communicate well, orally and in writing	✓	
The ability to see a development through to implementation and review	✓	
Able to demonstrate a commitment to the high expectations of the provision	✓	
Commitment to safeguarding and promoting the welfare of the children	✓	
The willingness to 'go the extra mile' to do the job well	✓	
Energy, resilience and a sense of humour	✓	
Enthusiastic, reliable and flexible	✓	
The ability to prioritise and to remain calm and focussed under pressure	✓	
Ability to work under pressure and determination to succeed	✓	
Good organisational and administrative skills	✓	
Motivation to work with children and families	✓	

Emotional resilience in challenging situations	✓	
The ability to work well as a member of a team and to lead a team	✓	
The ability to devise effective solutions to organisational problems	✓	
OTHER REQUIREMENTS		
Full driving licence/ability to travel		✓