

JOB DESCRIPTION

OVERVIEW

ROLE	PASTORAL SUPPORT OFFICER
Salary / Scale	Grade I.22-26 £31,364-£34,834fte Permanent : 37 hours per week
Closing Date	Closing date Sunday 18th August Interviews week commencing Monday 19th August 2024
	Permanent, Full Time (37 hours), Term Time only + 4 weeks (38 + 4 weeks)
Purpose of the Position	To support the Assistant Headteacher and Heads of Year in providing an effective and inclusive pastoral support across all year groups providing early intervention, support, and guidance to improve behaviour, attendance, progression rates and learning outcomes for pupils.
Key Responsibilities	Offer complementary support to the senior teaching community on all pupil/parent issues. Jointly responsible for aspects of pupil welfare, attendance, punctuality and home links developing effective communications with parents/carers. Pupil interventions to improve pupil progress. Supporting the management of pupil behaviour and providing advice and support to pupils in relation to social care, personal development, and relationships with others. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
Responsible to:	Assistant Headteacher
Accountable to:	The Headteacher
Responsible for:	Pastoral Support for pupils.

MAIN DUTIES

1. Responsibilities

Working under the leadership of the Assistant Headteacher and guidance from the Heads of Year:

- Responsible for aspects of pupil welfare, attendance, punctuality and home and primary links.
- Develop and maintain effective contact and communications with parents/carers and families including home visits where appropriate
- Devise strategies and action plans to improve pupil attendance liaising with parents and/or guardians and external agencies where appropriate.
- Coach pupils with their learning as requested by teachers either individually or in an identified cohort
- Lead small group interventions to accelerate pupil progress and overcome barriers to learning.
- Regularly feedback to Heads of Year and teachers on pupil progression and intervention plans.
- Maintain an overview of student reports identifying under achieving students requiring extra support and those students who are exceeding beyond expectations.
- Support the management of any behaviour/discipline issues where parents need to be informed and the identification of underperformance either academically or socially
- Provide support and advice to pupils to promote their social care, personal development and assisting in relationship issues with others.
- Liaise with Family Support team regarding individual student personal needs, safeguarding and welfare issues
- Liaise with SENCO for all pupils with special needs.
- Support the compilation of evidence for fixed term internal/external exclusions.
- Implement support packages for pupils reintegrating back into school following periods of absence/exclusion`
- Liaise with other schools particularly primary schools regarding transition from Year 6 to Year 7 and of other pupils transferring to and from Thomas Becket
- Participate in school wide activities, events, and trips
- Participate in the school's 'on call' system.

2. Safeguarding and Health & Safety

- Act as a School First Aider providing and administering first aid across the school as required and ensuring first aid knowledge is kept up to date and equipment maintained and fully stocked. .
- Ensure First Aid arrangements are accurately administered including notice boards, medical requirements of pupils (e.g., Epi pens, asthma, allergies) and liaison with the school nurse.
- Ensure any medical provisions for pupils is maintained recording any specific medical needs of pupils and overseeing injured or sick pupils.

- Liaise with parents or guardians who require collection from school due to illness or injury.
- Liaise with the school nurse arranging appointments.

3. Professional Development

- Participate in the Trust's performance management processes
- Participate in further training and development to improve own professional development

4. Working with colleagues and other relevant professionals

- Work in close collaboration with other members of the Pastoral support team ensuring cover is provided for each other during periods of absence and assisting each other during busy periods.
- Communicate effectively and professionally with colleagues, Trust central team, Trust Directors, LAC members (Governors) and other external agencies where appropriate
- Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

5. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all pupils and staff encountered as part of this role.
- Uphold public trust understood of education and a school context and maintain high standards of ethics and behaviour, within and outside the Trust and its schools.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities of all those that work within education.

4. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

HOW TO APPLY

Further information about the school can be found at: www.thomasbecket.org.uk or about the Trust on the Trust website: www.olicatschool.org

A candidate pack and application form are available from <https://www.mynewterm.com/jobs>.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.

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