

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Pastoral Support Officer</b>
<b>Grade:</b>	<b>Scale 4 Point 7 – Actual Salary £24,574.93</b>
<b>Hours / Weeks</b>	<b>36 hours per week/term time only plus 1 week</b>
<b>Reports to:</b>	<b>Pastoral Support Manager</b>

### **Purpose of the Job**

To provide effective and efficient pastoral and administrative support to the Heads of Year in order to promote positive attitudes to learning and behaviour that maximise the achievement and wellbeing of students in the year groups.

### **Roles and Responsibilities:-**

#### **Year 7 Secondary Transition**

- Generate digital files for all New Year 7 cohort – ensuring that correct files are received from primary schools and uploaded to Arbor.
- School Open Evening – help with preparation, including Ambassador List and liaison with pupils to ensure smooth running of the evening.

#### **Behaviour – Year's 7-11**

- Responsibility for organising late detentions, SLT detentions and Head Teacher detentions, ensuring letters are sent home, texts are sent out and students are informed. Keep accurate records of pupil's attendance at these detentions and generate reports to SLT and HOYs.
- Type up minutes from HOY/SLT/student/parent meetings and from telephone conversations.
- Responsibility for the supervision of students who are internally excluded during lesson times.
- Responsible for internally excluded pupils; send letters home and ensure that work is provided. Liaise with HODs to ensure that there is adequate work in the Supervision Room. Input behaviour incidents onto Arbor.
- Maintain high standard of uniform of students, ensuring correct procedures are followed according to Positive Behaviour Policy. Ensure calls are made to parents and HOY and SLT are kept up to date.
- Support with the preparation for Achievement and House assemblies for every year group.
- Be part of Gate Duty rota team and cover when required.
- Support students by being part of the Be Well Zone. Ensure HOYs are kept up to date with any concerns, updating CPOMs if there is a safeguarding concern.
- Support students by doing RJs on behalf of HOYs.

### **General**

- To be Second in Charge of First Aid Team and to provide cover for First Aid Officer in their absence.
- To provide support with students, parents and administration for Pastoral Team.
- Distributing information to Year Teams as directed by Heads of Year.
- Distribution of standard letters/information/mail shots to all year groups via registers/website/mail out.
- Responsibility for completing year 11 references, keeping an accurate log of which educational provision students apply to.
- Collate and post home work when a student is absent for a long period of time.
- Responsible for digital filing for Key Stage 3 and 4, periodically updating these files. Check each year/form against Arbor student records of any changes either off role or new students in conjunction with the Admissions Coordinator. Forward student files (off role) to new school, keeping records of whom and when it was sent.
- Arrange meetings on behalf of the Pastoral Team.
- Liaise with DHT, AHT, Head of Years in respect of the End of Year Special Awards Certificate and Presentation Evenings.
- Organisation of Achievement assemblies.
- Organisation of Headteacher Award. Liaise with HOYs re nominated student, send out reminders and ensure pupils are informed.
- Presentation Evening; print certificates, collate programme and liaise with Reprographics.

### **Promotion of School**

- To contribute to whole School events as and when required
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

**PERSON SPECIFICATION**

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<b>Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Educated to GCSE (A-C) level or equivalent for English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of sound knowledge of how schools and the Education Service functions</li> <li>First Aid at Work Qualification</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working within a school</li> <li>Significant experience in an administration role</li> <li>Experience of using a school management information system</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using Arbor</li> </ul>
<b>Knowledge/Skills (Ability to)</b>	
<ul style="list-style-type: none"> <li>Excellent organisational, communication, interpersonal and IT skills</li> <li>Work methodically, with a very good attention to detail</li> <li>Display strong administration skills including outstanding attention to detail</li> <li>Effective decision making</li> <li>Self-motivated with the ability to work without close supervision</li> <li>Ability to work under pressure and remain calm during busy periods</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation eg safeguarding.</li> </ul>

**Personal / Other Relevant Attributes**

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| <ul style="list-style-type: none"> <li>• Commitment to the provision and improvement of quality service provision</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Ability to build on the experience, advice and contributions of others</li> <li>• Ability to be flexible and adaptable</li> <li>• A commitment to the continuous development of self by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.</li> <li>• Resilient and determined to achieve goals and targets set by Senior Management</li> <li>• Commitment to the highest standards of child protection</li> </ul> | <ul style="list-style-type: none"> <li>• Driver's Licence and or access to a vehicle for work purposes</li> </ul> |
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The information on this form will be the basis on which the applicants will be assessed for short listing purposes.