

## Rickmansworth School

**Job Description:** Pastoral Support Officer (Pupil Premium)

**Responsible to:** SLT Line Manager

**Hours:** 37 hours per week - 08:30 to 16:30 (Mon-Thurs),  
08:30 to 15:30 (Fri). All hours include a 30 minute unpaid lunch break

**Contract:** Term Time plus 5 days, Fixed Term Contract - 1 Year

**Purpose of role:** The Pastoral Support Officer for Pupil Premium (PP) will support students in receipt of Pupil Premium funding. The Pastoral Support Officer (PP) will work with both the student and their wider family to improve the student's achievement and life chances at school, with a particular focus on attendance, punctuality, and academic performance. The Pastoral Support Officer (PP) is responsible for the attendance and academic performance of Pupil Premium students.

### **Main Responsibilities:**

- Fully support the ethos and aims of the school
- Develop and improve personal skills through participation in formal and informal staff development processes and training focused on the requirements of the role
- Maintain confidentiality regarding records, tasks, and any information acquired during duties, adhering to school policy and relevant legislation. This includes maintaining strict confidentiality concerning personal information (such as that of service users and employees)
- Foster effective working relationships and contribute to a safe, considerate, and supportive work environment. In accordance with relevant legislation, take reasonable care of your own health, safety, and welfare, and that of others who may be affected by your duties

### **Attendance Management:**

- Implement the school's attendance policy and provide oversight of attendance, particularly for Pupil Premium (PP) students, using data to inform strategies that improve achievement and prevent disaffection.
- Provide regular feedback to the school, ensuring accurate, analysed, and acted upon attendance data for PP students
- Develop and implement strategies to encourage and improved attendance, including conducting home visits where necessary
- Undertake planned visits to address attendance and welfare concerns for individual PP students
- Review and update the PP Plan for each identified student on a half-termly basis
- Maintain appropriate records related to attendance, including information necessary for legal proceedings regarding non-attendance

### **Support for Pupil Premium Students:**

- Work with underperforming PP students one-on-one, developing action plans and monitoring progress
- Collaborate with the Pastoral Team (including Form Tutors) to develop strategies for supporting PP students in building self-esteem and confidence
- Organise drop-in sessions for PP students to discuss specific issues or barriers to learning

- Provide guidance and support to parents and carers of PP students facing difficulties at school
- Maximise PP students' involvement in decisions that affect their education
- Assist in securing funding or resources to support PP students and meet additional educational needs

#### **Collaboration with External and Internal Agencies:**

- Collaborate with the school's Careers Lead to ensure PP students receive targeted, high-quality careers guidance and experiences
- Engage with external agencies (e.g., SEND Assessment, Social Care) and provide feedback on the impact of these services in supporting PP students' access to the curriculum
- Adhere to child protection regulations and keep up to date with child protection procedures and policy implementation
- Contribute to reports and participate in case conferences related to PP students when required
- Work closely with the Designated Teacher for CLA and Post-CLA students to provide bespoke support for PP students in these categories

#### **Family Engagement and Support:**

- Ensure that work with families respects and values cultural diversity, recognising the variety of family structures and approaches to raising children
- Work with PP families facing difficulties with attendance, punctuality, or schooling
- Encourage high levels of participation in extracurricular activities for PP students by collaborating closely with families
- Undertake planned and emergency intervention work using a variety of methods and skills.
- Maintain ongoing contact with PP families to help them develop strategies that support their children's educational success
- Provide support and guidance regarding GCSE and A-Level option choices for PP students

#### **General Responsibilities:**

- Undertake any other duties as required by the Headteacher

#### **Alterations**

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

#### **Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

*The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a*

*commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.*

*Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.*



## Person Specification - Pastoral Support Officer - PP

E Essential  
A Application process

D Desirable  
I Interview process

O Observed lesson

	Essential/ Desirable	Assessed via
<b>Qualifications:</b>		
Good literacy and numeracy – GCSE mathematics and English or equivalent	E	A/I
Evidence of continued professional development to update skills and knowledge	D	A/I
<b>Experience:</b>		
At least 2 years relevant experience of working with children and young people	D	A/I
Experience of working with parents and carers	D	A/I
Experience of delivering individual or group based support with children, young people and their families	D	A/I
Experience of developing and operating administrative systems and procedures	D	A/I
Experience of multi agency/partnership working	D	A/I
<b>Knowledge:</b>		
Knowledge of Child Protection Procedures	E	A/I
Knowledge of Equality and Diversity issues, anti-discriminatory practice principles and the needs of disadvantaged and excluded groups	E	A/I
Knowledge of the 1996 Education Act in relation to statutory requirements for school attendance	D	A/I
Knowledge of Participation theory and practice in relation to children, young people and their families	D	A/I
An understanding of the Pupil Premium Grant	D	A/I
Knowledge and experience working with the SIMS Information Management System, or similar.	D	A/I
<b>Attributes:</b>		
Hold a full Driving Licence and have use of own car	E	I
Ability to communicate effectively with children, young people and adults	E	A/I
Assess and manage risk	E	A/I
Ability to make appropriate assessments of a child's needs	E	A/I
Effective interpersonal and communication skills including written and oral	E	A/I
Good organisational and time-management	E	A/I
Accuracy and an eye for detail	E	A/I
Able to quickly establish positive working relationships with a wide range of people from within the School	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I

Committed to working as part of a team and significantly contributing to its effectiveness and success	E	A/I
Ability to create a professional and welcoming office environment for staff, students and visitors	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Ability to work and remain calm under pressure	D	I
Belief that all students can achieve	E	I
Hardworking and conscientious	E	I
<b>Values:</b>		
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School's sustainability goals	E	A/I
<b>Safeguarding and welfare of the School community:</b>		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Anti-Bullying and Harassment Policy and Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

