



Job Description

Job Title: Pastoral Support Officer

Responsible To: Pastoral Leader

Salary: L5

Latest Review Date: July 2024

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1. This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying each out.
 2. The purpose of the post is to assist the Pastoral Leader in managing all aspects of students' behaviour, attendance and wellbeing.

Main Duties & Responsibilities:

- Support the work of the Pastoral Leader (PL).
- Deputise for the Pastoral Leader in his/her absence and cover the operation of the year room.
- Ensure that the Year Room offers a point of contact and support for students, staff, parents and the community.
- Provide advice and guidance to students, staff and others.
- Undertake investigations and obtain information to inform decisions.
- Assist in the smooth running of Year Room procedures, including the rewards system, issuing and signing reports, issuing and enforcing sanctions and overseeing the work of the year group's senior prefects.
- Assist the PL in the preparation and delivery of assemblies.

Support for Students

- To support and assist students in managing their behaviour, and achieving their social and behavioural targets, both in and outside the classroom.
- To assist students' reintegration back into the classroom/social group when they have regained management of their behaviour.
- To provide emotional support, where appropriate, to students experiencing mental health issues, crisis due to personal turmoil or family circumstances, always keeping in mind 'Keeping Children Safe in Education' and Child Protection/safeguarding policies.
- To act as keyworker/mentor for identified students and keep relevant and appropriate records.
- To provide a mediation service between students as and when necessary.

Learning and Teaching

- Assist with the monitoring of students' progress in academic and non-academic attainments.
- Support the teachers in their academic monitoring and target setting process.
- Support teachers in managing students when a request comes to the Year Room during lessons.



Behaviour and Attendance

- Work in close liaison with appropriate staff (PL, SSO, SISPO, SENCO & Education Welfare Officer) to improve attendance, punctuality and behaviour of the year group.
- In liaison with SSO and tutors, ensure that all student absences are accounted for in the registers.
- In liaison with SSO, tutors and PL, ensure that students who are late receive the appropriate sanctions, including sending letters to parents.

Attend any Relevant Meetings, particularly:

- The Parent Consultation Meeting for the relevant year group.
- The Parent Tutor Evening for the relevant year group.
- The weekly tutor briefings (pre-school – currently Tuesdays 8.20-8.30).
- The fortnightly tutor meetings (post school – currently Wednesdays 3.25-4.25).
- Liaise at least fortnightly with the Student Support Officer regarding attendance and punctuality of students in the year group.
- The school's Inclusion Panel Meetings (half termly).
- Student Review meetings with external agencies which are specific for a student in the year group at the direction of the Pastoral Leader.

General Duties

- To work closely with other support staff and to ensure good lines of communication information sharing whilst observing confidentiality especially concerning Safeguarding Children.
- Develop year ethos and commitment to endorse Icknield values and rules.
- Support specific year tasks at key points in the academic calendar.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning. Support home to school and community links.
- Complete the PSP (Personal Support Plan) for a student who needs to be brought to the attention of external agencies.
- Liaise with outside agencies as required (Social care, CAMH Police etc).
- Supervise students in isolation, collecting and returning work when completed.
- Undertake relevant and appropriate inset and training as required.
- Be familiar with relevant school policies and procedures.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Keep SIMS and Lesson Monitor up-to-date with appropriate information and data.
- General administration tasks as required.
- With due regard to the above, to carry out such other appropriate duties as may be required.
- To play a part in the Health and Safety procedures of the school, including reporting concerns to the Deputy Headteacher/Curriculum Area Leader. See the School's Health and Safety Policy.

Notes

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by



the changing needs of the School as directed by the Headteacher, without changing their general character or level of responsibility.

This job description is subject to review and amendment from time to time in line with changing School requirements. It is hoped that all Staff will play a full and active part in the general life and activity of the School.

Context

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)**. A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

CVs will not be accepted for any posts based in schools.



Person Specification for the Role of Pastoral Support Officer

Please note that the information below, along with the relevant Job description, acts as the selection criteria and should be used as guidance when completing your application for the post.

Key: Essential = without evidence of which the candidate would be declined
 Desirable = useful for the role but not essential, may be used when making decision between two good candidates.

Educational Qualifications	Essential	Desirable	
<ul style="list-style-type: none"> A*-C GCSE qualifications (or equivalent) in English and Maths. 	•		Application Reference Interview
<ul style="list-style-type: none"> Range of GCSE/A level subjects or equivalent. 		•	Application Reference Interview
Experience			
<ul style="list-style-type: none"> Identified career path with evidence of responsibility. 	•		Application Reference Interview
<ul style="list-style-type: none"> Showing commitment to positions held. 	•		Application Reference Interview
<ul style="list-style-type: none"> Experience of working with young people. 	•		Application Reference Interview
Knowledge			
<ul style="list-style-type: none"> Ability to take responsibility in situations and grasp new ideas quickly. 	•		Application Reference Interview
Communication Skills			
<ul style="list-style-type: none"> Good written and verbal communication skills. 	•		Application Reference Interview
Skills/Abilities			
<ul style="list-style-type: none"> Confident ICT user (including e-mail). 	•		Application Reference Interview
<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities. 	•		Application Reference Interview
<ul style="list-style-type: none"> Recognise own strengths and areas of expertise and use these to support and advise others. 	•		Application Reference Interview
Motivation			
<ul style="list-style-type: none"> Willingness to undertake training. 	•		Application Reference



			Interview
<ul style="list-style-type: none"> Ability to work on own initiative and with a flexible manner. 	•		Application Reference Interview
<ul style="list-style-type: none"> Ability to work as a member of a team. 	•		Application Reference Interview
<ul style="list-style-type: none"> Ability to motivate both self, students and staff. 	•		Application Reference Interview
Personal Qualities			
<ul style="list-style-type: none"> Excellent inter-personal skills, confidence, adaptability, sense of humour and organisational skills. 	•		Application Reference Interview
General			
<ul style="list-style-type: none"> The ability to establish constructive relationships, act as role model and relate well to children and adults. 	•		Application Reference Interview
<ul style="list-style-type: none"> Contribute to the overall aims, work and ethos of the school. 	•		Application Reference Interview
<ul style="list-style-type: none"> Ensure equal opportunities for all. 	•		Application Reference Interview

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.