



JOB DESCRIPTION

JOB TITLE **PUPIL SUPPORT OFFICER**

RESPONSIBLE TO: **Head of Year**

A Pastoral assistant will play a key role in delivering outstanding pastoral care for the pupils of Cromwell Community College. Pastoral care involves emotional and academic support for young people whilst supporting the Head of Year dealing with issues and concerns which occur.

KEY ROLES:

- Day to day communication with parents/cares, being the first port of call for parents/carers
- Administrative support for the effective delivery of pastoral support plans
- Meeting with pupils regarding attendance issues
- Administering and organising in-year admissions
- Day to day support for pupils
- Facilitating restorative conversations between pupils
- Liaison with external agencies
- Recognising and supporting the individual needs of vulnerable pupils including disadvantaged, SEND and CIC.
- Supporting the completion of referrals to external agencies for support such as EHA, Managed Move, ADHD
- Supporting the monitoring of behaviour trends and liaising with teaching staff to ensure positive behaviour for learning
- Supporting the collection of pupils to detentions
- Safeguarding pupils, including recording of bullying, homophobic and racist incidents
- Supporting whole school events such as Open Evening, Parents' Evenings and transitions
- Dealing with uniform and equipment issues
- Keeping effective records of intervention
- Upholding of school expectations

GENERAL:

- To ensure the health and safety and welfare of pupils, staff and visitors at all times
- Such other duties as may reasonably be required