

Job Description: Student Support (Pastoral)

**Position Title: Student Support Officer (Pastoral)**

Department: Pastoral

Reports to: Head of Year (Pastoral)

Job Summary:

The Student Support Officer (Pastoral) will play a crucial role in providing comprehensive pastoral care and support to students within a specific year group as well as administrative support to the HOY. Working closely with the Head of Key Stage and Head of Year (Pastoral), the Student Support Officer is responsible for fostering a positive and inclusive school environment, addressing the social, emotional, and behavioural needs of students, and promoting their overall well-being, and academic performance in school.

Key Responsibilities:

Student Support:

- Work alongside the Head of year and teaching staff to ensure all students in a specific year group attend their lessons and reach their academic potential. (This will involve in-class support as well as individual mentoring of students).
- Implement and enforce the school's behaviour management policies, including the enforcement of the school uniform policy (working alongside parents to ensure students are ready for learning).
- Liaise with and regularly update parents/guardians via phone calls, emails, home visits (where applicable) or on-site meetings re: students' progress, engagement or any other concerns.
- Distribution of daily detention register, monitoring attendance and escalating sanctions where necessary.
- Investigate, address and resolve disciplinary issues in a fair and consistent manner.
- Collaborate with teachers to identify and implement proactive strategies for promoting positive behaviour.
- Conduct restorative work with groups of students during lunch times where possible.
- Refer students with well-being concerns to the school counsellor if necessary.



- Supervision of students in refocus/reflection for a specified time during a school week.
- Support for Protected Learning at specified times during the school week.
- To undertake any other pastoral duties to support the Year leaders and as reasonably agreed with the Headteacher and Assistant Headteacher.

#### Communication:

- Maintain open and effective communication with students, parents, teachers, and school administrators.
- Highlight to teaching staff any possible concerns or recent issues whether in/out of school where they may negatively impact on a students ability to learn.
- Hold meetings with parents and students as directed by the HOKS/HOY.
- Organise and facilitate restorative conversations between students and staff where needed.

#### Record Keeping:

- Generate reports for HOY and parents as necessary.
- Produce analysis on student achievement, behaviour reports, exclusions, attendance and punctuality.
- Administration of Classcharts, including the logging and tracking of student behaviour and detentions.

#### Collaboration:

- Work closely with the Head of Key Stage and Head of Year (Pastoral) to coordinate pastoral activities, events, and programs.
- Collaborate with other members of the pastoral care team to ensure a cohesive and supportive school environment.

#### Professional Development:

- Stay informed about current trends and best practices in pastoral care and education.
- Attend relevant training and professional development opportunities to enhance skills and knowledge.

### General:

- To undertake daily gate duty and late duties.
- To undertake morning break and/or lunch duties, supervising students in and around the school premises and/or supervising detentions lunchtime and afterschool.
- Record any safeguarding concerns.
- To assist in the organisation and running of events e.g. Parents' Evenings, Transition events, Open Day/Evening etc.
- To contribute to the overall ethos/aims of the school

### Qualifications and Skills:

- Strong interpersonal and communication skills.
- Empathy, patience, and the ability to build positive relationships with students.
- Knowledge of child development, behaviour management.
- Understanding of relevant safeguarding and child protection policies.
- The ability to work confidentially.
- Excellent time management and prioritisation skills, working proactively with initiative and common sense
- Accuracy and checking of work for quality.
- Full training will be provided for the bespoke school information systems such as; Classcharts, CPOMs etc.

Note: This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not an exhaustive list of all responsibilities, duties, and skills required. The Student Support Officer may be required to perform other duties as assigned.