**Job Description**

**Job Title: Pastoral Support Officer**

**Scale NJC 7-11 (Pro Rata) £20,779 - £22,220**

**Responsible to: Assistant Headteacher in charge of Behaviour and Attitudes**

**Work in partnership with: Heads of Year, Assistant Headteachers, Director of Pastoral Care, SAMM Manager, Attendance Team**

**Role purpose:**

The role of Pastoral Support Officer at Oxclose Community Academy is to become a vital member of our wider pastoral team and to contribute to all aspects of pastoral care, student welfare and guidance for our student cohort.

We would expect all employees to embody the ethos of ‘Value Diversity: Strive for Excellence’.

# Main duties and responsibilities:

* To play a key role in promoting and maintaining the high expectations of the school in relation to student attendance, behaviour, punctuality and uniform.
* To work closely with high priority students to provide intensive pastoral support and be a key member of staff in overseeing and implementing pastoral support plans.
* To provide support during lessons to high priority students / groups of students to enable them to meet their full potential.
* To liaise and work collaboratively with other members of the pastoral team, wider staff and representatives of external agencies in order to support our students to achieve their full potential.
* To communicate with parents / carers, leading a range of meetings in order to ensure a positive partnership between home and school.
* To appear on the supervision rota for centralised detentions and internal inclusion.
* To inform staff in a timely fashion of those students who have got a pastoral detention and to monitor engagement at these centralised detentions.
* To support the operation of key whole school pastoral events such as rewards assemblies, parents’ evenings, open evenings and transition events.
* To support pastoral incentives, interventions and planned trips.
* To work closely with other members of the pastoral team in the management and analysis of data relating to the behaviour of our students in order to ensure effective next steps are taken quickly to intervene positively.
* To maintain and oversee comprehensive and up-to-date records of pastoral actions and investigations within this small team are placed on school systems such as CPOMS.
* To support and deliver bespoke intervention to identified students or student cohorts identified by SLT lead.
* To support students during the school day who are dysregulated and react appropriately to support students who are in crisis ensuring their safe return to their class.
* To support student safeguarding by being a trusted adult and also in ensuring accurate notes are kept and information is always passed onto Safeguarding leads or cascaded to HOYs through CPOMs or private meetings.
* To support the co-ordination of behaviour for learning meetings between home and school.
* To lead and support new students who are transferring to our Academy through IYFA or managed moves. To liaise with parents, HOYs and wider school staff on these students and to mentor these students in their initial first few weeks in our Academy.
* To liaise termly with other educational providers to ensure our students who are attending these provisions are safe, happy and making good progress and that if we have concerns we raise them immediately with our Headteacher.
* To deputise for other members of the pastoral team where this is necessary and appropriate.
* To undertake morning, break time and lunchtime and after school duties as directed to do so
* To contribute to the ongoing strategic development of the school’s pastoral strategies as a key member of our pastoral team.
* To carry out any other duties that are commensurate with the grade of the post at the direction of the Headteacher.
* Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

**School Ethos**

* To support the distinctive ethos, vision and aims of our Academy and to encourage students to follow this example.
* To work with students in a courteous, caring and responsible manner at all times.
* To work co-operatively with, and in support of, all adults across our Academy and Trust.
* To adhere to the Academy’s corporate policies.
* To comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
* To present oneself in an appropriate manner so that it upholds the values of the Academy.

**Health & Safety**

* Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
* Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so Safeguarding
* Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required

**Other:**

* Subject to an enhanced DBS check
* Any other tasks that are commensurate with the role and duties that are deemed reasonable by the Headteacher
* Attend and participate in training and development activities as required
* Engage actively in appraisal and professional development
* Play an active part in school life and support extra curricular activities
* Assist colleagues in escorting pupils home
* Meet Oxclose Community Academy’s expectations for staff

This job description will be reviewed annually.

Signed:

Date: