

## **JOB DESCRIPTION**

<b>Post title:</b>	<b>Pastoral Support Officer</b>
<b>Academy:</b>	<b>Academy 360</b>
<b>Reporting to:</b>	<b>Assistant Principal</b>
<b>Salary/Pay range:</b>	<b>FTE £29,093 Actual £25,624.25 Permanent, Term time plus 5 training days</b>
<b>Hours of work:</b>	<b>37 hours per week</b>

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### **Job Purpose:**

To contribute to all aspects of pastoral care, student welfare and guidance. This includes daily management of the On Call facility, providing supervision, support and mentoring for students placed in internal reflection, and working with staff, families, and external agencies to support vulnerable pupils.

### **Main Duties and Responsibilities:**

- To manage and supervise the Academy's 'On call' room on short term internal placements (up to one day), ensuring a safe, nurturing, disciplined work environment at all times.
- To work with the Pastoral Team promoting good behaviour.
- To support children and young people to develop skills, knowledge, and self-confidence to enable them to respond to issues that affect them.
- To work closely with the SENDCO and Heads of Year, Designated Safeguarding Lead and external agencies to ensure inclusive and coordinated support for students.
- To make referrals to external agencies where appropriate, such as School Nurse, CYPS, YOT.
- To support the SENDCO when they prepare relevant EHCP reviews.
- To work with the SENDCO to ensure that appropriate transition arrangements are in place for students with additional needs.
- To have challenging expectations that encourage students to act independently and build self-esteem, confidence and resilience.
- To ensure that any students withdrawn/removed from classes have appropriate work set to promote independence.
- To support parents/carers to ensure they are informed of their child's progress at school to ensure the best outcomes for all children.
- To promote and uphold the Academy's expectations on behaviour, attendance, punctuality and conduct.
- To provide intensive support to high priority students including behaviour mentoring and pastoral plans.
- To facilitate sharing of relevant student information with each student, their family members, appropriate teaching and support staff at the school, as well as the wider community (such as local agencies, schools, authorities) as appropriate to enhance their learning and achievements.
- To evaluate interventions for each student and provide relevant reports and records to appropriate personnel, such as the student, relevant teaching staff, SLT, family members, external bodies.

- To utilise relevant student data to monitor and track student progress, including action plans, progress reports and additional needs to ensure students remain on track, meet deadlines and targets and achieve their potential.
- To organise and contribute to behaviour records, behaviour plans, Pastoral Support Plans, pastoral meetings and follow-up work.
- To maintain accurate records using school systems such as CPOMS and ClassCharts.
- Any other duties that may reasonably be requested by SLT. 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.

**General**

- Any other duties as may reasonably be requested. 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.

**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 2024 where required.