

Pastoral Officer Job Description

Main job purpose

To act as a first point of contact for students and parents over guidance and welfare issues

Main responsibilities and duties

To manage the relevant pastoral area

To liaise directly with the appropriate range of agencies involved in student guidance and welfare work

To co-ordinate specific aspects of the School Development Plan as required by the Headteacher, liaising with outside agencies as required

To take responsibility for small groups of students or individuals as appropriate

To monitor aspects of student behaviour across the whole school

Any other appropriate duties following discussion with the Headteacher / Assistant Headteacher

Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

To follow attendance policy and send out letters as required.

Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality.

Attend relevant school meetings, as well as any other meetings associated with this role.

Knowledge & skills

Good communication skills

Flexibility and the ability to prioritise and organise effectively

Ability to work with adults in sometimes stressful situations

Ability to work with students on an individual or small group basis

Ability to gain the respect of students whilst ensuring high expectations

Ability to manage databases and appropriate MIS.

Relevant aspects of management practice

Main strategies for improving and sustaining high standards of behaviour

Previous experience in a relevant field

Evidence of a pro-active approach in identifying and addressing issues

Relevant qualifications at level 2 and above (preferably level 3)

Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem solving and creativity

Support the organisation of the process of reporting to parents. Both through written and verbal communications, consultation meetings and academic monitoring

To ensure behaviour between pupils and adults is fitting with the school ethos.

Identify intervention required to breakdown learning barriers and scaffold appropriate support.

Attend appropriate CPD

Be able to implement relational practice methods, use positive reinforcement and actively role model the schools' values.

Key contacts & relationships

To support the Head teacher, class teachers and support staff through;

Reinforcing high expectations and targets for behaviour and attendance

Making referrals relevant to the suitable provision for students with specific needs

Withdraw students from class when required

Monitoring students causing concern

Being available to students at break and lunchtimes

Supporting staff at the beginning and end of the school day

Working with staff and the Special Needs Coordinator to facilitate individual behaviour plans

Meeting and greeting new parents and visitors who need to see the school on behalf of the Head teacher, if required.

Managing the transfer of information between teaching staff and Head.

Supporting the head and class teachers in ensuring that work is made available for students following exclusion

Working closely with external agencies to support students as required

Supporting teachers through contact with parents on their behalf if appropriate

Receiving calls and ensuring a speedy response to parental enquiries

Decision making

To implement and support the development of effective strategies to improve attendance and punctuality (School Improvement Plan) including:

Acting upon information from staff and parents to develop a pro-active response to absence

Liaising with the inclusion lead and head teacher, attending relevant meetings, advising Line Manager and tracking individual progress

Working with other colleagues

Offering individual student support and supporting appropriate adaptations required

Ensuring appropriate record-keeping and strategic analysis