

**Job Description**

Job Title: **Pastoral Care Officer** Job ref:XS219

School: Highcliffe St Mark Primary School

Grade: Dorset Grade 7

Reports to: SENCO

**Main Job Purpose**

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

Have a commitment to Child Safeguarding, promoting the welfare of children and young people in accordance with the school’s agreed safeguarding and child protection policy.

Respecting confidential issues linked to home, other pupils, teachers, work or school and acting on these matters in line with Child Protection procedures.

To respond to requests from teaching staff for assistance / support with pastoral support incidents, defusing situations and implementing agreed strategies to support those children involved. Provide proactive intervention where necessary to support the needs of students.

**Main Responsibilities and Duties**

## Pastoral Care

To support the development of the self-esteem of vulnerable children throughout the school through the provision of encouragement and pastoral care.

To work with individuals or small groups under the guidance of the SENCO on identified issues such as self-esteem, friendships, behaviour, bullying and other barriers to learning.

To work with individuals or small groups during their breaks or lunchtimes as necessary to support their personal development.

Manage issues arising from the transition when pupils join a new school, ensuring clear communication of essential information.

## Attendance

To work with the SENCO and SLT to promote attendance throughout the school for all children, liaising with parents and staff regarding individual student attendance, where appropriate.

To work with outside agencies such as Children’s Social Care to support children’s attendance.

## Behaviour Support

To work with the SENCO and SLT to ensure and promote effective behaviour throughout the school for all children.

To support behaviour management practices throughout the school.

To monitor aspects of student behaviour across the whole school and respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict.

To work with the SENCO to develop strategies for pupils excluded from class, or finding class situations challenging.

## Other Duties

Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Comply with all decisions, policies and standing orders of the school and Dorset County Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

**Supervision and management**

Little supervisory responsibility other than assisting work familiarisation of peers or new recruits.

**Knowledge and skills**

The post holder will require discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and a good oral communication.

Ability to gain respect of pupils whilst ensuring high expectations.

Ability to work with adults and children in sometimes stressful situations.

Developing effectiveness in support role through updating knowledge and skills and seeking and taking account of constructive feedback on performance.

Identify and agree personal development objectives with the SENCO, acting on guidance and attending training where required.

Evidence of a proactive approach in identifying and addressing issues. Attend training relevant to the post.

**Creativity and innovation**

Within prescribed school guidelines and under the direction of the SENCO implement a range of strategies to raise children’s self-esteem and promote positive behaviour.

Use a variety of interpersonal techniques to establish supportive relationships with children, parents and carers. Be available to offer support and guidance to parents, through appointments or receiving calls, ensuring a speedy response to enquiries.

Guidance is readily available from teaching staff, SLT and the SENCO. More complex or controversial decisions will be referred to the SENCO.

The post encompasses a range of tasks involving application of readily understood rules, procedures or techniques.

**Key contacts and relationships**

Work alongside the Pastoral Team participating in weekly / termly meetings and when required meeting with parents, under the direction of the SENCO or SLT.

Liaise with staff when arranging to meet with pupils, with sensitivity to the educational ethos of the school.

Regular contact, after consultation with the SENCO, with staff, parents / carers to pass on and receive information, advice, guidance, suggestions and ideas.

Maintain positive consistent working relationships with colleagues, supporting them in line with role and responsibilities. Contribute to effective team practice.

Work effectively with other professionals, developing an understanding of their role. Providing other professionals with information to allow them to carry out their role.

**Decisions**

Within the agreed school policies, guidelines and rules decide on when and how to apply a range of strategies for the benefit of children to support positive behaviour and their personal development.

Decisions may need to be made immediately to deal with the situation presented – under the supervision and guidance of the SENCO.

**Working environment**

Work requires normal physical effort in a heated, lit and ventilated environment.

The post involves some risk to personal safety.