



Role Profile

Reference Number	SCH010
Role Title	Pastoral Care Officer
Directorate	Children's Services
Department	Schools
Reports to	Headteacher

Role Purpose

To provide pastoral care to pupils at the school to support children's wellbeing and their ability to learn and be successful at school.

The role will be following defined pastoral procedures and policies, and operate under the guidance and direction of the pastoral care lead (typically the Headteacher or a senior member of staff).

Accountabilities

- Respond to and deal with conflicts and behavioural situations, to support the school in delivering a safe and effective learning environment for pupils.
- Work with and provide emotional support and guidance to pupils on issues such as self esteem, bullying, and friendship issues, to ensure that issues affecting pupil wellbeing and their ability to learn effectively are resolved appropriately. This will involve working with pupils on a one-to-one basis and in groups.
- Develop and deliver activities relating to emotional and social issues affecting pupils, to promote greater understanding of pupils and improve their ability to deal with emotional and social issues appropriately.
- Monitor and promote attendance, identifying attendance issues and working with colleagues to develop plans for children missing school, to ensure that all pupils are attending school.
- Provide a link between home and school on attendance and pastoral care issues, communicating with parents and carers about issues presenting in the school environment, so that issues are addressed in partnership between the school and parents / carers.
- Refer parents and carers to additional services and agencies where relevant, so that appropriate and relevant additional support can be provided where needed.
- Maintain safeguarding records and follow defined safeguarding procedures so that all issues related to child safety and wellbeing can be identified, escalated to relevant services and therefore managed appropriately.

Knowledge / Skills / Experience required

- Experience of working with children.
- Experience of providing emotional support and guidance to children.
- Knowledge of school's policies and procedures relating to behaviour and pastoral care.
- Knowledge of safeguarding procedures.
- Ability to plan tasks and activities and be responsive in a needs-led manner.
- Ability to communicate with empathy and change the behaviour of children.
- Ability to communicate effectively with parents and carers using diplomacy and tact.

Dimensions of role

- This role does not have any management requirements.
- This role does not manage any budgets.
- This role will need to plan and prioritise tasks and activities, and be responsive to children's needs and behavioural issues as they arise.

Notes

Date:	01/02/2021
Working Conditions:	Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them: • The role holder will be involved in resolving conflict between children, and may hear information about upsetting/traumatic circumstances relating to children. • The role will occasionally experience situations with parents who present challenging or confrontational behaviour, though this is infrequent.
Working Arrangements:	• No specified working arrangements outside of a normal working pattern.