

Pastoral Officer



Contract: 37 hours per week, 39 weeks per year

Salary: RET band 3a, (scale point 11 - 17 depending on experience),
£25,979 - £28,770 per annum, (actual salary £22,515 - £25,157)

Accountabilities

Reports to: AHT Pastoral

Direct reports: N/A

Core purpose

To provide pastoral support for students, promoting students' social, emotional, mental health and general wellbeing to remove barriers to academic progress. Supporting the SLT Pastoral Leads and wider pastoral team in the care for students and the administration of pastoral provision throughout the school.

General Responsibilities (all staff):

1. To perform duties and attend meetings as reasonably required.
2. To participate in the school's performance management scheme.
3. To undergo in-service training where required and to share expertise and skills with others.
4. To contribute to the school's pastoral system.
5. To observe and implement current school policies and good practice.
6. To contribute to the overall Christian ethos/work/aims of the school.
7. To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Pastoral Support:

1. Attend weekly pastoral triage meetings to help identify vulnerable students in need of support and plan provision for these.
2. Provide pastoral support for a caseload of students across the school, as directed by AHT pastoral. Pastoral support may be provided through 1:1 sessions or small group sessions.
3. To organise, plan for, and run small group sessions as directed by Pastoral Lead (e.g. anger management KS3 group etc.). To evaluate the impact of these.
4. Maintain appropriate records relating to student meetings and other pastoral interventions.
5. Write and maintain records of support given to students on CPOMs and other platforms as required.
6. Provide effective communication with parents/carers as regards pastoral support being provided to students.
7. Provide effective internal communication with SLT Pastoral Leads, HOYs and subject teachers/support staff on pastoral work with students.
8. Liaise with external agencies as required to organise pastoral support for students, as directed by Pastoral Lead.
9. Attend PEP, core group, TAF/TAC, attendance, transition, admissions, and CP meetings, as directed by Pastoral Leads.

10. Attend school trips and events as appropriate to role (e.g. NEET programmes etc.)
11. Make home visits, as directed by Pastoral Leads.
12. Undertake evaluation of impact of pastoral work, under direction of Pastoral Leads.
13. Attend training as necessary to ensure skill set is current and knowledge is developed.
14. Support HOYs with dealing with incidents in school, as directed by Pastoral Leads.
15. Organise and run whole school events to promote students' mental health and wellbeing.
16. Liaise with relevant colleagues to ensure that all external agencies, events and interventions are appropriately planned, vetted, costed etc.
17. To support the Year 6 transition process, under direction of AHT responsible for transition.

Person Specification

Experience- the post holder will have:

1. Experience of working in a school or a similar role
2. Experience of working with young people in a school or extra-curricular context (desirable)
3. Experience of working with parents/carers (desirable)
4. Recent relevant professional training and development

Professional knowledge and qualifications- the post holder will:

1. Hold GCSE or equivalent (NVQ level 2) passes in English and mathematics (literacy and numeracy).
2. Know the importance of child protection and the safeguarding implications of their role
3. Have relevant first aid knowledge (desirable but not essential)

Skills and Attributes- the post holder will be:

1. Committed to supporting students with individual welfare needs
2. Able to relate well to young people and adults
3. Skilled in oral and written communication
4. Flexible, resilient and resourceful
5. An effective member of a team
6. Able to consistently display moral, intellectual and personal integrity and authority
7. Effective in time management
8. Effective and efficient in their organisation and administrative skills
9. Committed to equality of opportunity, community cohesion and student social mobility
10. Committed to continual personal and professional development