

PSO JD
Job Description

Job Title:	Pastoral Support Officer
Department:	Pastoral
Tenure:	Permanent
Responsible to:	Head of Year
Responsible for:	None
Grade/Pay Range:	SCALE 6: £26,406 – 28,218 – Pay award
Hours:	36 hours per week x 39 weeks annum
Key Contacts:	Internal – Staff/Students External – Parents/Carers/Agencies

Purpose of the Job

- To complement and support the professional work of teachers by ensuring that the achievement, behaviour, attendance and punctuality related policies of the school are carried out.
- To assist in the day-to-day running of the relevant year group under the supervision of the Head of Year. This will include the implementation of agreed programmes with individuals or groups, in and out of the classroom.
- To support teachers and support staff in addressing the needs of all students but especially those students who need particular help to oversee barriers to learning.
- To establish and maintain productive working relationships with students, acting as a role model and mentor.
- To establish constructive relationships with students and parent/carers.
- To interact with and support the students according to their individual needs and to support their achievements, behaviour, attendance and punctuality.
- To contribute to the overall ethos/work/aims of the School. Helping to further embed the values of the School into the students' everyday lives
- To work collaboratively in a pastoral team committed to creating a cohesive and inclusive year group in which relationships are at the heart of the culture and all students are known and supported.

Main Duties and Responsibilities

- To support the Head of Year strategies which deliver a year group ethos in which students have pride in their year group, the school and enjoy their time in school.
- To recognise and reward achievement and good behaviour, supporting the School and year group with the rewards programme and trips.
- To promote the inclusion and acceptance of all students which includes hearing, understanding and advocating on behalf of the student group.
- To support and liaise with the Head of Year and Head of Pastoral in terms of Student Voice groups.
- To attend to students' personal needs in order to ensure the well-being of all students and provide advice to assist in their social care so that barriers are removed from learning.

- To use strategies, in liaison with the Head of Year, to support students to achieve learning goals.
- To develop social and communication skills to encourage students to interact with each other and engage in activities led by the teacher.
- To provide advice, feedback and information to support students to make good choices in order to achieve their full potential.
- To promote high standards of school uniform within the relevant year group, dealing promptly with uniform issues.
- To promote good student behaviour, dealing promptly with conflict and incidents in line with established policy such as collecting statements, organising restorative meetings and viewing CCTV footage along with encouraging students to take responsibility for their own behaviour.
- To help in the co-ordination, distribution, monitoring and implementation of the academic and behaviour monitoring of students within a year group, including liaising with form tutors and Heads of Year in terms of the staged report system and supporting any interventions that are required.
- To liaise with the relevant Head of Year and SLT members in regards to the use of the IEU. To ensure calls and/or letters are made to parents and work is provided from teachers.
- To assist Heads of Year with any attendance and punctuality issues including the mentoring of relevant students and assistance with running the late in the morning gate.
- To attend and participate in relevant meetings as and when required.
- To feedback and report on support, interventions, behaviour, attendance and punctuality issues in pastoral meetings.
- To assist when required with the supervision of students out of lesson times, at morning break, lunch-time.
- To support the Head of Year with any interventions that may be required for students in a particular year group and covering duties when required.
- To undertake training and support the delivery of programmes that support inclusion and student wellbeing.
- To support restorative practice whilst working in the IEU

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other Requirements

To have an up-to-date Enhanced DBS Disclosure.