

<b>Job title:</b>	<b>Pastoral Officer</b>
<b>Grade:</b>	Grade 6 (Scale point 6 to 9)
<b>Reports to:</b>	Hub Leader and Welfare Lead

*Please note: This Job Description is currently under review. The exact nature of the roles and responsibilities listed below may be subject to change.*

#### Main job purpose

Provide support, encouragement and pastoral care to pupils at the school.

Work with a range of stakeholders, parents, support staff, outreach agencies and other schools to ensure the continuity and progress of individual pupils, especially with regard to self-esteem.

#### Main responsibilities and duties

1. Work with Hub Leader and Welfare Lead to develop a strategy for pupils refusing to attend or excluded from class.
2. Respond to conflicts and situations as they arise. Diffuse situations and develop strategies for those involved in conflict.
3. Work with small groups on identified issues, e.g. self-esteem, friendship issues, behaviour, bullying.
4. Be available during lunch and break times to deal with immediate situations as they arise. However, as the role develops, the post holder may see the need or value of starting and facilitating a lunchtime or an after-school club within the school.
5. Identify and support children through therapeutic counselling approaches.
6. Liaise, communicate with and manage interactions with external agencies, such as the Family Liaison Officer (FLO), Early Help Team, Inclusion team, NHS self-help teams and communicate outcomes to school staff as appropriate. This may include attending Team Around the Child/Family and Child in Need (TAC/TAF/CIN) meetings. Minute these meetings and keep clear records to be shared as required.
7. Liaise, communicate with and manage interactions with key internal staff and communicate outcomes to others as appropriate.
8. Ensure appropriate records are maintained, as agreed by the pastoral team, including incident logs, bullying logs, ITPs, reviews, student files.

#### School Staff:

1. Meet regularly with the Hub Leader and Welfare Lead, and with those involved in the pastoral structure of the school.
2. Liaise on the school's behalf when difficulties arise with families.

3. Liaise with staff when arranging to meet with pupils, with a sensitivity to the educational ethos of the school.
4. Be available for members of staff who may face different pressures at school and home.
5. Establish and maintain positive relationships and engagement with parents/carers. Make phone calls home where requested by the Head of Year or SLT.

**Outside Agencies:**

1. Develop the school's links to members of the community with regard to helping the school.
2. Liaise with the school nurse, Family Liaison Officer (FLO) and other pastoral services within the school to develop a united strategy when tackling different issues.

**School Pyramid:**

1. Aid entrance of pupils from feeder schools.
2. Visit feeder schools and develop methods that will help the new intake of pupils.

**Other duties:**

1. Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
2. Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
3. Retain the confidentiality of all aspects of school life.
4. 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.
5. Comply with all decisions, policies and standing orders of the school and the Trust.
6. Comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
7. Have a commitment to Child Safeguarding including training to Level 3 Safeguarding to promote the welfare of children and young people in accordance with the school's agreed procedure, and to meet the five outcomes of Every Child Matters.

**Supervision and management**

Some limited supervisory responsibility for temporarily assigned staff, including on-the-job training.

### **Decision making**

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

Decisions will have a material effect on the school's internal operation.

### **Problem solving and creativity**

Creativity and innovation are an essential feature of the post. The post holder will design materials and training sessions.

The post holder will develop solutions for individual pupil issues, and also develop school policies.

### **Key contacts and relationships**

The content and outcomes of the role are neither straightforward nor well established.

The post will involve a variety of contacts: internally within the school, and with outside organisations.

### **Resources**

The post has limited responsibility for physical or financial resources.

### **Working environment**

1. Work is subject to deadlines and changing demands.
2. Work requires normal physical effort in a heated, lit and ventilated environment.
3. The post involves some risk to personal safety.

### **Progression in Post**

CPD will be available as part of the role.

### **General and School Responsibilities**

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities

- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

<b>Job description prepared by:</b>	Adam Shelley, Headteacher, SJCA
<b>Date:</b>	Amended 13.12.24

Requirements	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification)</li> </ul>	Any other relevant qualifications	Application Form Interview References
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Prior experience of working with children in an educational setting is a requirement</li> <li>Experience of following procedures and processes</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school office</li> <li>Experience of using a data management system</li> </ul>	Application Form Interview References
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong communication and interpersonal skills</li> <li>Fluency in English for all student and public-facing roles in order to support pupils' learning and with their wellbeing</li> </ul>		Application Form Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> <li>competently answering interview questions in English;</li> <li>possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad</li> <li>passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Discretion</li> <li>Flexible and Adaptable</li> <li>Patience</li> <li>Firmness</li> </ul>		Application Form Interview References
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Have positive and mutually supportive relationships with all colleagues</li> <li>Ability to promote the school across the wider community</li> </ul>		Application Form References Interview
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Good knowledge of relevant Safeguarding procedures</li> <li>Commitment to adhere to the Trust's Safeguarding &amp; Child Protection Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Good awareness of potential Safeguarding issues</li> </ul>	Application Form Interview References