

Job Description

**Post Title:** Pastoral Support Officer (AA4083)

**Evaluation:** 476 Points **Grade: N6**

**Responsible to:** Adult Learning and Skills Manager

**Responsible for:** N/A

**Job Purpose:** To provide pastoral support for learners, mainly aged 16-18, some with emotional, social and behavioural issues

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To develop and maintain effective relationships with learners
- 2 To ensure that the welfare of all learners is adequately promoted and safeguarded
- 3 To support the Senior Gateway and Funding Manager in the management and recording of all safeguarding issues
- 4 To provide general care and welfare by responding appropriately to the social, emotional and physical needs of learners
- 5 To ensure that learners maintain an appropriate level of hygiene
- 6 To be part of an on-call support network available to learners throughout the learning day
- 7 Liaison and communication with all relevant staff regarding matters both pastoral and operational
- 8 Liaison with parents and carers and employers where learners are on work placement
- 9 To provide home visits to parents/carers as and when necessary, in liaison with the multi-agency team to support learner placements
- 10 To be responsible for the promotion of good attendance
- 11 To play a major role in the planning and delivery of extra-curricular activities for learners
- 12 To ensure the acceptable conduct and behaviour of all learners and assume a leading role in the promotion of effective learner management

- 13 To prompt and encourage learners to take medication as necessary
- 14 To organise and maintain records relating to meetings with parents/carers, home visits etc; learners' behaviour, health and welfare needs; the administration of medication records; data collection and analysis
- 15 To ensure appropriate levels of confidentiality are maintained
- 16 Contribute to policy development for area of responsibility including the service's self assessment report, and to provide advice and guidance on policies as required.
- 17 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 18 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.