

JOB DESCRIPTION

Post title:	Pastoral Support Officer
Academy:	Sedgefield Community College
Reporting to:	Headteacher
Salary/Pay range:	Grade 6 Points 11-17 £24,054 - £26,845 FTE £21,093 - £23,541 Actual
Hours of work:	37 hours per week, term time only plus 5 days

Purpose of Job

The role of Pastoral Support Officer is to become a vital member of our wider pastoral team and will contribute to all aspects of pastoral care, student welfare and guidance for our student cohort.

Main Duties and Responsibilities

- To play a key role in promoting and maintaining the high expectations of the school in relation to student attendance, behaviour, punctuality and uniform.
- To work closely with high priority students to provide intensive pastoral support and be a key member of staff in overseeing and implementing pastoral support plans.
- To provide support during lessons to high priority students / groups of students to enable them to meet their full potential.
- To liaise and work collaboratively with other members of the pastoral team, wider staff and representatives of external agencies in order to support our students to achieve their full potential.
- To communicate with parents / carers, leading a range of meetings in order to ensure a positive partnership between home and school.
- To appear on the supervision rota for detentions and internal inclusion.
- To support the operation of key whole school pastoral events such as rewards assemblies, parents' evenings, open evenings and transition events.
- To manage and supervise student behaviour during school assemblies and where appropriate during educational visits.
- To work closely with other members of the pastoral team in the management and analysis of data relating to attendance and behaviour for our students.
- To work closely with other members of the pastoral team in the quality assurance of the school's process for reporting on student progress to parents / carers.
- To maintain comprehensive and up-to-date records of pastoral actions taken to support the students in the school using school systems such as CPOMS.
- To deputise for other members of the pastoral team where this is necessary and appropriate.
- To contribute to the ongoing strategic development of the school's pastoral strategies as a key member of our pastoral team.
- To carry out any other duties that are commensurate with the grade of the post at the direction of the Headteacher.
- Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

School Ethos

- To support the distinctive ethos, vision and aims of the college and to encourage students to follow this example.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the college.
- To adhere to the college's corporate policies.
- To comply with the college's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the college.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required