**PASTORAL SUPPORT OFFICER**

**Job Description**

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| **Job Purpose** |
| The Pastoral Support Officer works to assist teaching and support staff in providing a safe, orderly and secure environment for students and staff, and to play a key role in the management of positive behaviour and attitudes amongst students of all ages and abilities. |
| **Major Tasks**  |
| * The post holder will work with the Leadership Team, tutors and others, including local authority officers and parents, when appropriate, to support positive behaviour management.
* Provide first response in line with the School Behaviour Policy for incidents of student behaviour that cause concern during the school day, investigating and/or trouble shooting incidents, including truancy, reporting to Learning Team
* Morning gate duty on a rota basis
* Collect accounts from those involved in, or witnessing, incidents reporting to Leadership Team as appropriate
* Assist in the management of the sanctions programme, include contributing to the supervision of students in isolation or detention, where appropriate.
* Assist in dealing with attendance issues, liaising with EWO where necessary
* Support the lunchtime supervisors in managing student behaviour during the lunch period
* Assist with induction programme for new students
* Co-ordinate meetings and administration for CAFs and TACs
* Keep appropriate records and ensure student data is updated as appropriate.
* Contribute to the overall ethos/work/aims of the school
* First aid qualification or willingness to train
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| **Contacts & Relationships** |
| * Deal with complex reception/visitor etc. matters
* Answering and making phone calls to a wide range or stakeholders
* Establish constructive relationships and communicate with other agencies/professionals and parents
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| **Creativity** |
| * To be a creative thinker and a solution focused leader
* Recognise own strengths and areas of expertise and use these to advise and support others
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| **Decisions** |
| * To make decision on a day to day basis about the education of our children in conjunction with other staff
* Prioritise workload with the emphasis on safety and safeguarding
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| **Management & Supervision** |
| * No supervisory responsibility
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| **Supervision Received** |
| * Supervised by the Pastoral Manager and the Assistant Head
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| **Complexity** |
| * Good communication skills
* Good numeracy and literacy skills
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| **Resources** |
| * Operate relevant equipment/complex ICT packages
* Provide advice and guidance to staff, pupils and others
* Undertake research and obtain information to inform decisions
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| **Impact** |
| * This role is to support children with tight communication with families so that pupils can succeed in their education.
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| **Physical Demands** |
| * Participate in training and other learning activities and performance development as required
* Ability to respond to classroom callouts around the building
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| **Working Environment** |
| * This role is based mainly indoors, however outdoor supervision of students will be required at times.
* A shared pastoral office applies to this post with own work station
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| **Emotional Context**  |
| * Be resilient in managing their own personal emotional strain and stress when supporting children who may have experienced distressing life experiences.
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| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Holy Trinity Academy policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Relevant training and/or qualifications relating to Child Protection and Safeguarding of vulnerable pupils.
* First Aid at Work
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| **Experience** | * Experience of behaviour support for groups and individuals.
* Experience of supporting parents and carers.
* Experience of supporting vulnerable students
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| **Knowledge** | * Knowledge of working and communicating effectively with children, young people and adults.
* Understanding of child protection / safeguarding issues
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| **Skills** | * foster commitment and confidence among staff to meet the needs of vulnerable pupils
* set standards and provide examples of best practice for other members of staff in identifying, assessing and meeting pupils' needs in relation to behaviour and attendance.
* relate well to staff, students, parents and carers, establishing credibility through the discharge of your duties
* use your own expertise to influence others;
* provide professional direction, as appropriate, to the work of others
* make informed use of specialist resources;
* disseminate and encourage the effective application of good practice in other areas of work in the school and providing for vulnerable pupils in relation to behaviour, attendance and safeguarding
* make appropriate judgments over issues of confidentiality.
* Contribute to senior leadership team decision-making in respect of issues involving vulnerable pupils
* Make decisions based on analysis, understanding and interpretation of relevant data and information
* Judge when to make decisions, and when to consult with others, including external agencies
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| **Personal style & behaviours** | * communicate effectively, orally and in writing, to the Headteacher, other staff, parents, governors and external agencies, including the LA;
* negotiate and consult with parents, carers and external agencies;
* explain to students the objectives of any interventions;
* chair reviews, case conferences and meetings as directed
* Ability to work under pressure and meet deadlines.
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This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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