



Pastoral Support Officer

Job Description

Salary scale:	Scale 4 SCP 11 – 14 £24,231 - £25,961 pro rata (£21,145 - £22,655 actual)
Hours:	Term Time Only + 5 Inset day, 37 hours per week (08:15am – 4.15pm Mon-Thurs, 3.45pm Fri)
Permanent / Temporary:	Permanent (Required from 01/09/24)
Responsible to:	Vice Principal
Job purpose:	To support the Vice Principal and Heads of Year to enable pupils to maximise achievement by contributing to and further developing the support provided for their social, emotional and behavioural wellbeing.

Key Responsibilities

Main Duties

- To work within the school's pastoral support team under the guidance of the Heads of Year, Assistant Principal (Inclusion), Vice Principal (Pastoral), and other SLT (Senior Leadership Team) staff.
- To work with the SLT, Heads of Year and teaching staff to identify and monitor student concerns and to assist in the identification and support for students with organisational or behavioural difficulties.
- To respond to immediate pupil concerns or incidents clarifying the situation for the Senior Leader/Heads of Year and to make decisions on the use of lower-level sanctions where appropriate.
- Implement a range of preventative strategies for students with organisational and behavioural difficulties e.g., anger management, mentoring, attendance workshops or other related sessions to promote positive learning behaviour within the scope of the post.
- Publicise the achievements of your year group. Collation of articles for the half term newsletter and social media and update Year Group notice boards and website pages.
- Support with the preparation of school events.
- Act as a first aider to support pupils when needed.
- Prepare data and reports for HoYs as required.
- To support pupils referred to IMPACT, through the use of restorative behaviour techniques where appropriate.
- To liaise with and refer to external agencies and to attend relevant meetings with them and/or parents as appropriate.
- To act as a point of contact with parents and to maintain regular contact with them to encourage parental involvement in their child's education.
- To contribute to pupil passports.
- To act as a first point of contact for pupils needing advice with personal issues and/or referral to appropriate team member, liaison with external agencies as appropriate.

- To undertake general pupil supervision duties - to include start/end of school day transport and morning / lunch breaks.
- Supporting the Heads of Year and school Leadership Team with pupil investigations as appropriate.
- Maintaining accurate records of activity on SIMS , Class Charts, My Concern and Provision Map
- Assist the Heads of Year with transition arrangements.

Note: The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Communications

- Liaise with the Vice Principal (Behaviour and Attitudes) regarding the co-ordination of external agencies work.
- Work in collaboration with the Head of Year with the coordination of transition and induction.
- Liaise with the safeguarding team regarding pupil concerns.
- Communication with parents.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 3 core values:

- We Care
- We Challenge
- We Commit

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

PERSON SPECIFICATION

Pastoral Support Officer

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> • Experience of teaching small group interventions and tracking progress. • GCSE equivalent in Maths and English at grade C or above 	<ul style="list-style-type: none"> • NVQ Level 3 qualification • Evidence of related training • Further professional qualifications 	Application
Skills and Abilities	<ul style="list-style-type: none"> • Experience of working with children/young people • Developing and maintaining positive working relationships with a range of pupils in order to provide guidance and support. • A sound knowledge of school systems, up-to-date curriculum and correct academic procedures; and using this knowledge to help guide individuals through the learning process. • Experience of dealing with behaviour issues in an academic environment • Experience of communicating with a range of individuals, including parents/carers and outside agencies in an appropriate manner • Experience of school monitoring systems and using this data to identify issues promptly and accurately. • Experience of managing a busy workload whilst maintaining high standards 	<ul style="list-style-type: none"> • Knowledge of record keeping systems. • Experience of working with children aged 11-16. • Experience of working in a school environment. 	Application Interview
Other	<ul style="list-style-type: none"> • Commitment to equal opportunities • A willingness to undertake additional training, keep up to date with developments 		Application Interview