



JOB DESCRIPTION

Post Title:	Pastoral Support officer
Base School:	Finham Park 2
Salary Level:	Grade 4
Hours:	Full time, 36 hrs/week, Term-Time only +5 days
Responsible to:	College Leader
Job Purpose:	<p>(a) to support College Leaders in the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality.</p> <p>(b) to support the general well-being of students and to provide assistance concerning day-to-day student problems.</p> <p>(c) to support all staff in ensuring high standards of behaviour and routine across the school.</p> <p>(d) to equip students with the tools to improve their interactions with others so that they develop excellent communication skills.</p> <p>(e) provide administrative support to the College Leaders / Assistant Headteacher (Support)</p>

Line Management:

- 1) To work under the direction of the College Leaders / Assistant Headteacher (Support) in order to provide clear direction and effective management of processes that lead to improved behaviour & relationships.
- 2) To contribute to the work of the College Leaders and Mentors.

Whole School Role:

- 1) To provide, collate and develop resources that educate students in techniques that support a changed mind-set regarding their poor attitude to learning and interactions with others.
- 2) To attend multi agency review meetings as required.
- 3) To work with other post holders in reaching hard to reach families and students.
- 4) To provide cover support for mentor sessions as required.
- 5) To liaise closely with relevant College Leaders and teaching staff regarding concerns over the behaviour, attendance and well-being of individual students and to take action as appropriate. To make telephone calls as necessary.
- 6) To communicate with parents/carers of students as appropriate and be able to deal effectively with difficult conversations as appropriate.



- 7) To ensure that all support or assistance given follows the school policies and agreed procedures.
- 8) To report back to other members of staff on any concerns about students or actions taken and to fully document for the student's file.
- 9) To fully understand the term 'Safeguarding Children' and adhere to set procedures regarding child protection.
- 10) To be flexible and be willing to adapt to the evolving needs of the school

Supporting:

- 1) Provide opportunities for the OOHS (Out of Hours School Learning) program.
- 2) To work with the school in ensuring effective relationships with parents/carers are maintained.
- 3) To support on staff training related to restorative justice / behaviour management / pastoral support and attendance, as required.
- 4) To provide regular feedback which recognises good behaviour practice and supports staff in teaching students.
- 5) To implement systems for assessing, monitoring and recording individual student's behaviour progress.
- 6) To provide a strategy for promoting and ensuring the effective wellbeing of students within the college.

Administration:

- 1) To take detailed incident statements from students and supervise groups of students presented after an incident.
- 2) To attend C.A.F family support meetings when necessary.
- 3) To support the Head teachers PA to research and prepare work for Governors Disciplinary reviews and co-ordinate attendance of governors and send out relevant paperwork.
- 4) To support the preparation of paperwork for exclusions and ensure a regular stream of work home and to advise Learning Supervisors in refocus of the student's return.
- 5) To collect and maintain departmental/subject exclusion packs with the Refocus lead
- 6) To take part in appropriate training activities.
- 7) To organise and run school duties such as 'Late Gate' and punctuality detentions.
- 8) To liaise with Attendance team and EWO on a daily basis with regard to monitoring attendance.
- 9) To download CCTV to support investigation of incidents at school.
- 10) To provide uniform to students who are not wearing the correct items and collect it at the end of the day.