



## JOB DESCRIPTION - PASTORAL SUPPORT OFFICER

**JFS Pay scale Spine point 7 - 12 £23,628 - £25,833 (Term Time £20,233- £22,121)**

**35 hours per week**

**1 Year Fixed Term Contract**

### CORE RESPONSIBILITIES

- Attendance support for assigned year group.
- Behaviour support for assigned year group.
- Academic support for assigned year group.
- Support for the Head of Year in performing their role in relation to the above.
- Transport.
- Admissions during the year for assigned year group.

### LINE MANAGER

The postholder is line managed directly by the Head of Year for the year they are allocated.

### ASSOCIATED DUTIES AND ACTIVITIES

#### 1. Core Purpose of the Pastoral Support Officer: Attendance

- 1.1 Support teaching staff in the collection and use of attendance data in order to create a consistent approach to operational procedures and processes.
- 1.2 Manage and maintain the attendance tracker and all associated work.
- 1.3 Liaise with all key stakeholders on a regular basis in order to identify attendance problems and develop strategies to improve attendance.
- 1.4 To provide accurate and up-to-date attendance data for all stakeholders to ensure effective and appropriate action at all levels.
- 1.5 Early identification of students with possible future attendance issues (including primary school liaison) to affect a proactive response.
- 1.6 Coaching individual students in order to generate a change in behaviours that allow individuals to manage their own issues and attend on a regular basis.
- 1.7 Monitor and record intervention strategies in order to assess impact of these actions.
- 1.8 Visit home where appropriate to liaise with families while ensuring school procedures are followed with regard to such visits and parents/carers are aware of their legal responsibilities.
- 1.9 To contribute to policy development and planning procedures in order to inform the future direction of the attendance strategy.
- 1.10 Assist with the legislative requirements involved in court cases by working closely with the EWO to ensure all statutory documentation is up to date.
- 1.11 Write case notes and letters to parent.
- 1.12 Assist in the preparation of court reports.
- 1.13 Manage and maintain the Persistent Absence Record in accordance with school and other relevant procedures.
- 1.14 Monitor students on alternative placements for attendance ensuring records are up to date.

## **2. Core Purpose of the Pastoral Support Officer: Behaviour**

- 2.1 Supervise student movement to ensure all students have access to education and are present at the correct time and in the correct place.
- 2.2 Interact with students in order to maintain a safe environment, throughout the school and in classrooms.
- 2.3 Observe student behaviour and intervene when inappropriate behaviour compromises the safety of students in line with the School Policy and Procedures.
- 2.4 Assess accidents or illnesses and call for support when necessary to ensure the well-being of all students.
- 2.5 Implement appropriate discipline with positive behaviour strategies to support the adherence to a safe environment for all and by all.
- 2.6 Support agreed action plans drawn up by the Head of Year with students, outlining the aims supporting in the process of providing a record of agreed programmes.
- 2.7 Monitor the progress of interventions in order to assess the outcomes of any actions (monitoring will also include behaviour data and use of inclusion data).
- 2.8 Liaising with parents and other agencies to ensure extended, continuous provision exists outside school.
- 2.9 Support the administration surrounding interventions and behaviour for learning, including the maintenance of the SIMS database and administration surrounding the exclusion processes.
- 2.10 To carry out investigations into behaviour incidents as directed.
- 2.11 To co-ordinate the provision of work for students on exclusion.

## **3. Core Purpose of the Pastoral Support Officer: Academic**

- 3.1 To work with others in order to coordinate interventions.
- 3.2 Support with the delivery of assemblies.

## **4. Additional Duties: Transport**

- 4.1 Manage the safe transition of students from buses to the School at the beginning of the day and ensure that students safely board the appropriate buses at the end of the day and that buses do not leave until all students have boarded.
- 4.2 Control traffic entering and leaving Sinai School, to protect JFS and Sinai School students.
- 4.3 Follow up reports by bus drivers, concerning students' behaviour and feed this information back to the appropriate members of staff
- 4.4. Liaise with TFL/ the bus company.
- 4.5 Deal with transport enquiries and complaints.
- 4.6 Complete the annual travel plan.

## **5. Additional Duties: Admissions during the year for assigned year**

- 5.1 To process the requests as per the agreed admissions process.
- 5.2 To liaise with the relevant staff.
- 5.3 To collate the information and data and distribute it as appropriate.
- 5.4 To assess the student on entry.

## **6. General Responsibilities**

- 6.1 To monitor and ensure implementation of School Policies and Procedures.
- 6.2 To support procedures and interventions that raise standards of attendance, punctuality and behaviour.
- 6.3 To work with Tutors and other colleagues to formulate aims, objectives and strategic plans for the pastoral area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.

- 6.4 To communicate with and liaise with Tutors, Heads of Year and appropriate support staff to maintain records and information in line with school policy.
- 6.5 To be available to respond to unplanned situations which arise.
- 6.6 To assist the Medical Officer as required.
- 6.7 To assist with the supervision of students during break time and lunch time (e.g. monitor lunch queues, playgrounds and corridors).
- 6.8 To assist in the transfer process for students entering JFS.
- 6.9 To attend appropriate school meetings which may include parents' evenings.
- 6.10 To take an equitable share of school duties.
- 6.11 To visit different schools/academies or student homes as required.
- 6.12 Responsibility for the collection and gathering of permanent exclusion data.

**7. Other**

- 7.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.
- 7.2 The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- 7.3 Undertake additional duties which may reasonably be required or delegated by the Headteacher, from time to time. The duties may be varied to meet the changing demands of the school.
- 7.4 This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when necessary and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_