

St Edmund Campion Catholic School

Job Description

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| POST: | Pastoral Support Officer |
| RESPONSIBLE TO: | Assistant Principal: Behaviour & Attitudes |
| SALARY: | Grade 3 Term Time Only |
| KEY RELATIONSHIPS: | SLT, Assistant Head: Behaviour, Heads of Year, Pastoral Assistants, Form Tutors |
| LOCATION: | St Edmund Campion School, Erdington |
| WORKING PATTERN: | 36.5hrs – Term Time |
| DISCLOSURE LEVEL: | Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. |
| LEVEL OF SUPERVISION: | 1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives |

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will work with designated Heads of Year to secure the pastoral welfare of a designated group of pupils, engaging with all stakeholders including teachers and parents, ensuring all pupils in their care are consistently ready for learning and are able to achieve academically.

Accountabilities – Specific

Standards

- To act as a deputy Head of Year working closely with an identified Head of Year
- Day to day responsibility for the behaviour and rewards of the designated pupils including implementing pupil lesson checks, managing behaviour escalations and monitoring behaviours as directed.
- To be a role model for pupils at all times modelling consistently high levels of professionalism
- As directed, support with the running of the centralised detention system, the lesson by lesson On Call system and the supervision of the remove room.
- Play an integral part in the implementation of all strategies around setting standards including uniform, attendance, punctuality and equipment.
- Work with Heads of Year and the attendance officer on matters relating to attendance and punctuality.
- Collate and record work for pupils who are excluded or withdrawn from school community for any reason
- To provide in class support to designated pupils in year group as directed by Head of Year and Senior Leadership Team
- Provide mentoring support where appropriate and as directed
- Communicate with parents as directed keeping them up to date on matters of behaviour (including same day detention notification), attendance and punctuality including the use of the standard letters and other methods of communication.
- Respond to parental enquiries, logging all information
- Communicate concerns regarding behaviour and attendance to Heads of Year and Form Tutors.
- Ensure measures are in place for any pupils with medical issues, ensuring appropriate arrangements are made for pupils who are unwell.
- Support in the administration of paperwork and administration around exclusions, alternative provision, managed moves and other such arrangements as directed
- Liaise with and assist the administration team with the preparation of student reports, assessment data and standard letters home.
- Liaise with Heads of Year and the safeguarding team on matters of pupil welfare
- To deputise for form tutors in the event of absence
- To monitor the daily attendance and punctuality of designated pupils and liaise with parents and the attendance and safeguarding team when concerns arise
- To provide general administrative support as directed including answering the phone

General

- To be a visible and pro-active part of the duty system throughout the School day both in terms of before and after school, and during break time
- Be first aid trained and be part of the daily first aid rota.
- Support Heads of Year and SLT in the organisation of parents evenings as well as supporting with assemblies and year group specific matters/events (e.g. Year 8 options evening, Year 11 Prom)
- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Support with invigilation of internal and external examinations as directed by the leadership team and person in charge of exams.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Person Specification-Pastoral Support Officer

| | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Education/Qualifications | | |
| Numeracy and literacy skills equivalent to Level 2 or above | √ | |
| Relevant professional training or development | √ | |
| First Aid Training (will be provided) | | √ |
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| Experience | | |
| Working with or caring for children of relevant age | √ | |
| Collaborative and supportive work with colleagues within the organisation | √ | |
| Collaborative and supportive work with parents | | √ |
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| Skills and Knowledge | | |
| Basic understanding of child development and how children learn | √ | |
| Understanding of relevant policies/code of practice and awareness of relevant legislation | | √ |
| General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy) | | √ |
| Ability to relate well to young people and adults | √ | |
| Good oral and written communication skills | √ | |
| Good listening skills | √ | |
| Proficient ICT skills appropriate to the role, including audio visual and copying equipment | √ | |
| Effective time management | √ | |
| Effective and efficient organisation and administrative skills | √ | |
| Committed to continual personal and professional development | √ | |
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| Personal Qualities | | |
| A commitment to maximising the academic, personal, social and emotional development of all students | √ | |
| Work constructively as part of a team | √ | |
| Willing to work within organisational procedures, processes and to meet required standards for the role | √ | |
| Be resilient and demonstrate ability to work well under pressure | √ | |
| Able to adopt a flexible working practice | √ | |
| Excellent record of attendance and punctuality | √ | |
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| Equal Opportunities | | |
| Commitment to the Academy's Equality and Safeguarding policies | √ | |