



Job Description

JOB TITLE	Student Pastoral Officer
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Student Services Manager
RESPONSIBLE FOR	N/A

Job Purpose

- To help address any pastoral/behavioural needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.
- To work with students, parents, staff and other agencies to bring about improved behaviour and attendance at school.
- To promote positive attitudes from students and families towards education to ensure students benefit fully from the opportunities available to them.
- Take a lead role in promoting social, emotional and mental health and ensure all necessary training is up to date
- To provide intervention strategies to students who experience barriers to their learning.
- To promote high positive behaviours for learning.
- To work with identified vulnerable students and any others requiring support

Duties and Responsibilities

MENTORING / PASTORAL RESPONSIBILITIES:

- Be part of the Student Services Team
- Provide mentoring for students
- Liaise with outside agencies as the need arises.
- Plan and deliver timetabled intervention activities to support positive conduct and reintegration and monitor their impact
- Support with any breaches of the 'Conduct and Relationships' policy including investigating incidents and taking detailed statements.
- Provide on call support to teaching staff as required.
- Monitor on call 'hot spots' and carry out spot checks, supporting in lessons when appropriate.
- Be responsible for ensuring student records are maintained, secured and processed correctly in line with data protection requirements
- Establish positive relationships with parents/carers and outside agencies, in order to promote the well-being of all students



- Liaise with the SENCO / DSL to provide any additional support in or out of lessons for more vulnerable students whose conduct is impacting on learning in or outside of the classroom.
- Provide care and first aid to students and staff
- Organise work for students placed in The Harbour
- Manage students on report at the appropriate level.
- Ensure student records are updated regularly including safeguarding and Class Charts
- Deal with day to day operational issues associated with students.
- Have high expectations for learners' conduct and apply these expectations consistently and fairly.
- Encourage relationships among learners and staff to reflect a positive and respectful culture.
- Support the Leaders, Teachers and learners to create an environment where bullying, child-on-child abuse or discrimination are not tolerated. If they do occur, deal with issues quickly and effectively.
- Adhere to all school policies
- Undertaking First Aid training and administering First Aid when required

Other Areas of Responsibility

- Oversee and carry out daily uniform and equipment checks
- Attend open evenings, parents' evenings and other school events as directed
- Participate in enrichment activities and clubs
- Undertake duties elsewhere within the Student Services Team as required
- Attend meetings e.g. Pastoral, SLT, whole staff meetings, student reviews, as appropriate
- Take responsibility for setting and meeting your professional growth targets

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Student Pastoral Officer.

Name:.....

Signed:

Date: