

St Augustine Academy

Job Description



Job Title:	Pastoral Support Officer	Reports to:	Assistant Principal
Grade and Range:	WAT grade F Points 15 – 20	Working Hours:	37 hours per week, term time, plus inset days.

Purpose and Context:	<ul style="list-style-type: none"> To work with and support students to have high expectations of themselves and others and to achieve their full potential. To support students' progress by monitoring attendance and punctuality and by removing barriers to learning. To act as first response in the designated year group for all pastoral, behavioural and student welfare matters. To be an integral part of the year group team, ensuring students receive the highest levels of care and support, to improve progress and welfare. To lead and manage a safe and supportive environment for students within the year group and subject areas.
Duties and Responsibilities	<ul style="list-style-type: none"> To act as first response in the year group and subject areas, providing pastoral support to the designated Assistant Principals, Heads of Year and Curriculum leadership teams. To work alongside other colleagues at the academy involved with pastoral and student welfare, to ensure the best possible support is provided to students and staff. To work as part of the Pastoral Support Team, providing assistance to other colleagues when required To develop and participate in behavioural and emotional support programmes with individual students in collaboration with the Head of Year and SLT. To be an interface with parents and carers and to maintain regular contact with families as appropriate, to secure positive family liaison and involvement. To receive and respond to enquiries from parents and staff, prioritising and directing information to the relevant people, as appropriate To help supervise and support students on an individual and group basis, at various locations around the school site. To support an orderly start to the day and at key transition points by checking and promoting student uniform and punctuality and dealing with infringements To, as part of the Year Group team, handle safeguarding concerns regarding students within the designated area of work, including establishing and administering Early Help Plans and escalating concerns to MASH and other relevant agencies.

	<ul style="list-style-type: none"> • To liaise with other welfare organisations (health, counselling, police, social services etc.) and attend appropriate external agency meetings. • To provide lunchtime and break time supervision in the designated areas, ensuring that good order is maintained. • To be one of the academy's qualified first aid officers (holding a valid 3-day First Aid at Work Certificate), carrying out first aid procedures and administration, liaising with parents in respect of any necessary medication, as per procedure. • To be aware of and comply with academy policies and procedures relating to child protection, health, safety, behaviour, attendance, security and confidentiality; reporting all concerns to an appropriate person to ensure students' wellbeing. • Supporting the integration of students who have joined the academy under difficult circumstances including those who are on an off-site direction or managed move. • Fixed Term Suspension Processes – incident investigation, evidence pack creation, administration of fixed term suspension calls/emails, and statutory paperwork, and to also play an active role in the re-integration of students following a fixed term suspension. • Carry out school duties including the running of the student hub and inclusion room for five days a week. • Responsibility for recording and following up pastoral and welfare incidents, ensuring that all student information is logged and/or filed efficiently. • Co-ordinate and organise specific pastoral intervention and support around individual students and groups, liaising with all who are or could be in contact with students.
Culture and Ethos	<ul style="list-style-type: none"> • To promote the Woodard Christian Ethos that embraces all faiths and none • To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns
General	<ul style="list-style-type: none"> • To carry out any other duties as may reasonably be required by the Principal.

All staff are expected to;

- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment
- Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to the Trust's commitment to each student gaining meaningful enriching experiences.

This job description may be subject 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 in relation to the post holder's responsibilities.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: (Principal)

St Augustine Academy

Person Specification



Pastoral Support Officer		
A	Education and Qualifications	Essential or Desirable
1	5 GCSEs or equivalent (including English and Maths), at C/4 or above	D
2	Evidence of training or qualifications relevant to the role, or willingness to undertake	D
3	To be a qualified First Aider (valid 3-day First Aid at Work certificate required – training given)	E
4	Relevant SEND, mentoring or counselling qualification or training	D
5	HLTA status	D
B	Knowledge and Skills	Essential or Desirable
1	Relevant knowledge and skill appropriate to the job and the level of responsibility	E
2	Excellent communication skills to influence, persuade, motivate and engage with a wide range of young people and their families	E
3	Excellent interpersonal skills to form and maintain positive working relationships with students, their families and colleagues	E
4	Able to liaise effectively with other organisations and agencies, to deliver outcomes	E
5	A good understanding of learning processes, able to evaluate learning needs and actively seek learning opportunities	E
6	Know how to form and maintain appropriate relationships, whilst observing personal boundaries, with children and young people	E
7	Excellent organisational skills	E
8	Able to establish, maintain and share clear systems for record keeping and generating data to inform progress	E
9	Able to understand and act on relevant data related to student attendance Good working knowledge of Microsoft Word, PowerPoint and Excel	E
10	Good working knowledge of SIMS or similar management information systems	E
11	Able to use ICT effectively to support learning	E
12	Ability to undertake self-evaluation and plan and execute improvements	D
13	Know how to analyse and interpret educational data to track student progress	D
14	Behaviour management training	D

15	Training on relevant learning strategies, e.g. literacy, numeracy	D
D	Motivation	Essential or Desirable
1	Willing to expand on current experience	E
2	Committed to the safeguarding and wellbeing of young people	E
3	Willing to support and promote the ethos of the Trust/Academy	E
E	Qualities	Essential or Desirable
1	Appropriately motivated and enjoy working with children and young people	E
2	Excellent understanding of student behaviour and the confidence to deal successfully with a range of issues	E
3	Warmth, patience, confidence and empathy informed by a clear sense of purpose for working with young people	E
4	Commitment to modelling the behaviour, values and attitudes we expect from young people	E
5	Able to support students with strategies and resources suitable for a variety of mental health needs	E
6	A commitment to using discretion and respecting the need for confidentiality	E
7	Motivated to do the job well and committed to self-evaluation and learning from others to improve and continuously develop	E
8	Physical and emotional resilience and reliability under pressure, being prepared to be flexible with working time arrangements during times of pressure	E
9	Able to prioritise work and meet deadlines, whilst being mindful of wider academy needs	E
10	Strong team ethic, supportive of others and willingness to cover for other staff if needed	E
11	A commitment to inclusive education and to the trust/academy ethos and values	E
12	An understanding of child protection and safeguarding in educational establishments.	E
13	A commitment to ongoing professional learning	D
14	Able to understand and respond to the diverse needs of students	D
15	Able to plan effective learning activities for students	D
F	Special Requirements	Essential or Desirable
1	All post holders will be required to undertake an enhanced DBS check. Individuals on the children's barred list should not apply.	E