

Pastoral Support Officer: KR5

Purpose of the Job

To support the effective implementation of the school's social, emotional and behaviour development strategies and liaise with colleagues, parents/ carers, other agencies to overcome social, emotional or behavioural barriers to learning.

Key duties and responsibilities

- To support in the implementation of behaviour management strategies across the school providing advice and guidance to colleagues as appropriate.
- To undertake individual provision with pupils or facilitate group activities to address pupils' social, emotional or behaviour difficulties, including assisting in resolving relationship issues between pupils.
- In conjunction with the SENCo undertake assessment of pupil's needs and assist in the development, review and evaluation of action plans.
- To liaise with parents regarding behaviour matters and support parents in implementing behavioural strategies at home.
- Under the direction of the SENCo collate and prepare information relating to assessments, statements and referrals to other agencies.
- Under the direction of the SENCo undertake routine liaison with external agencies eg Educational Psychologists, Specialist Teaching Service etc.
- Liaise with the Headteacher to ensure an appropriate action plan is put in place for pupils excluded from school and support with their reintegration to the school and Pastoral Support Plans
- To maintain and update records relating to behaviour; sharing information with colleagues as appropriate.
- Fulfil the role of Deputy Designated Safeguard Lead under the direction of the Designated Safeguarding Lead.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

	Criteria
Qualifications	<ul style="list-style-type: none"> English and Mathematics C GCSE or equivalent
Experience	<ul style="list-style-type: none"> Previous experience of working with pupils and families in the public, private or voluntary sector. Experience of advising / guiding others. Experience of facilitating group work.
Skills and Abilities	<ul style="list-style-type: none"> Knowledge of coaching / mentoring strategies. Ability to build rapport, engage and motivate others. Good interpersonal and excellent communication, listening and observation skills. Ability to deal with difficult/sensitive situations. Ability to manage confidential information. Organisational abilities and accurate record keeping skills. Ability to work without immediate supervisions within the boundaries of the role.
Knowledge	<ul style="list-style-type: none"> Sound knowledge and understanding of strategies that support positive mental health. Knowledge of overcoming SEMH and SEBD barriers to learning. Knowledge of the role of DSL. Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.