

Children & Young People's Service

Barlow, Burton Salmon and Chapel Haddlesey Federation

JOB DESCRIPTION

POST: Pastoral Support Officer	
GRADE: Grade F	
RESPONSIBLE TO: Head of School/Executive Headteacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY:7
JOB PURPOSE:	The core focus of this job is to assess, support, guide and mentor families and individual or small group of pupils who require additional support to overcome barriers to learning, to achieve their full potential.
JOB CONTEXT:	<p>Leads on pastoral support to pupils, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning. This may involve working on a one to one or small group basis with the more challenging pupils who are having performance, attendance or behavioural issues that are affecting their learning, to help them overcome the barriers to learning and improve their education.</p> <p>Works with pupils and families in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Management	<ul style="list-style-type: none"> • Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning • Identify the needs and assess those pupils needing extra support and support the development of individual action plans for targeted pupils • Develop and maintain professional relationships with pupils, providing mentoring support to targeted pupils • Organises the collection of statements from pupils following an incident • Supports the transition process for pupils e.g when moving schools/further education establishments • Monitor pupil attendance and punctuality and work with families to improve it • Work on a one to one basis with targeted pupils who are underperforming in their learning to implement and manage an action

	<p>plan, altering as necessary depending on the individuals progress and needs</p> <ul style="list-style-type: none"> • Work with parents/carers to help address poor performance, attendance and/or behavioural issues, including creative solutions where appropriate • Provide extra support to pupils through knowledge of a range of activities and opportunities available to them • Implement, monitor and evaluate agreed learning/teaching programmes, adjusting activities according to pupils needs • Support the re-integration/inclusion of pupils who have been excluded from school or following an alternative timetable • Provide objective and accurate feedback and reports on pupil achievements, progress and other matters • Assist pupils to make successful transfers between educational establishments and transitions at key stages of their lives • Manage referrals to external agencies as appropriate • Supervise pupils on visits, trips and out of school activities • Invigilate exams/tests when required • Undertake administrative duties as required
Communications	<ul style="list-style-type: none"> • Establish effective communication and relationships with the pupils and families they work with • Maintain contact with pupil families/carers to inform them of progress and issues • Attend and participate in meetings as required • Listen to and help pupils identify and resolve a range of issues that are creating barriers to learning • Challenge and motivate pupils, promoting and reinforcing self-esteem and confidence building • Provide advice to pupils relating to their social, health, hygiene and emotional development needs • Provides feedback to pupils in relation to their progress, achievement, behaviour and attendance • Provide information and advice to pupils to enable them to make choices of their own • Act as the first point of contact for parents and pupils when personal matters affect learning • Attend meetings as appropriate • Liaises with other school staff raising awareness of issues with particular pupils and advising staff on proposed support plan
Partnership Working	<ul style="list-style-type: none"> • Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning • Share information, as appropriate, with colleagues, the Local Authority, other schools and external agencies
Skills Development	<ul style="list-style-type: none"> • Participate in the federation performance management processes • Attend and participate in training and other learning activities as required
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Assist in the development and implementation of appropriate behaviour management strategies • Comply with policies and procedures relating to child protection, security and confidentiality
Systems and Information	<ul style="list-style-type: none"> • Collates information and maintains accurate records of pupil achievements and attendance • Produces reports and evaluations as required

	<ul style="list-style-type: none"> • Maintain confidentiality in respect of pupil personal circumstances
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2020

NB – Assessment criteria for recruitment will be notified separately.

PERSON SPECIFICATION

JOB TITLE: Pastoral Support Officer

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • A good understanding of the school curriculum and the needs of learners • Advanced knowledge of the potential barriers to learning • Advanced knowledge of interventions strategies to support pupils progress • A good understanding of the transitions in a young person's life and the effect they can have on them • Advanced knowledge and skills to carry out assessments • Knowledge of the range of activities and opportunities available • An understanding of the referral systems 	<ul style="list-style-type: none"> • Knowledge of Safeguarding and health & safety legislation
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children and young people who have learning attendance or behavioural issues • Experience of multi-agency working • Experience of supporting families • Experience of confidential situations 	<ul style="list-style-type: none"> • Experience of mentoring/ coaching • Experience of delivering pastoral interventions such as ELSA, THRIVE and Compass Buzz
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Assessment skills • Good listening skills • Excellent interpersonal communication skills • Influencing skills • Organisational and planning skills • Numeracy and literacy skills • ICT skills • Confidentiality • Ability to exercise discretion and judgement • Ability to adapt activities to suit the individual needs of the pupils • Problem solving skills • Creative skills • Observational skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 4 qualification in learning, development and support services or equivalent or willingness to work towards gaining 	<ul style="list-style-type: none"> • Professional qualification in education or social work
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours and attitudes • Committed to the ethos of the federation • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
<p>Behaviours</p> <ul style="list-style-type: none"> • Actively listens • Delivers on promises and commitments made • Helpful and polite, treats people as individuals, fairly and with respect • Visible and approachable, building constructive relationships with your team and others • Recognises and manages risks, promoting a culture where people learn • Supports and helps colleagues to do a good job • Works together with others towards shared aims and solutions, with a performance and outcomes focus • Keep others informed of progress 	