

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Pastoral Support Officer	Location	Ellis Guilford School
Salary	Scale point NJC 20-24- (Actual salary £28.037 to £30,459 per annum)	Hours	37 Hours per week term time plus inset days (39 Weeks per year)
Department	Pastoral Team, Support staff	Reports To	Head of Year

JOB PURPOSE:

The Pastoral Support Officer builds positive, trusting relationships with children and families, providing early intervention and targeted support to help our children make positive choices, develop resilience and achieve their full potential.

You will contribute to the calm, inclusive and purposeful school environment where every child is seen, heard and valued.

KEY RESPONSIBILITIES AND DUTIES:

Key Responsibilities:

- Establish positive relationships with children and their families.
- Develop a culture for learning by having relentless focus on the behaviour needed to achieve this and encourage ambition and self-esteem.
- To support the safeguarding of all children and participate in multi-agency meetings as appropriate.
- To have a high-profile during lessons and unstructured time, to ensure good punctuality and to promote a calm and productive environment.
- Support hot spot lessons across the school as directed by the Head of Year and Senior Leadership Team.
- To respond to on call and support on call and patrol.
- To monitor the truancy hotspot areas to prevent truancy and damage to school property.
- Isolate children if required.
- Facilitate year group reflections and ensure attendance at reflections.
- To staff provisions for inclusion.
- To update Management Information Systems for a child's pastoral journey.
- Ensure that all workspaces are well presented and are maintained in line with school health and safety expectations.
- Be a key player in all school duties, including mornings, break time, lunch time and after school.
- Support the late gate process, including facilitating follow up actions and phone calls to parents and carers.
- To be on duty, as directed, across the school during breaks.
- Compile and provide reports based on behaviour and culture, representative of the Year Group.
- Consult regularly with parents and carers and collaborate with them to ensure continuity and positive communication.
- Keep accurate records of meetings and phone calls with parents, carers and outside agencies.
- To support the year group in improving attendance by holding meaningful intervention, mentoring and conducting home visits with the attendance team

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- To support with the completion and implementation Individual Support Plans for children with additional needs.
- To keep accurate records of interventions with children and accurate evaluations of the impact of intervention.
- Provide children with behaviour support on a 1:1 basis or in small groups, as directed by the HOY, inclusion team and SLT.
- To lead on restorative interventions, which aim to support children positively and sensitively resolve conflict.
- To support the HOY in monitoring tutor time, and tutors to implement the tutor time programme.
- Provide behaviour support in assemblies.
- To monitor and support the child report process.
- Support the promotion of parent and carer evenings and take actions to improve attendance at these events.
- To support and monitor children who transfer to and from Ellis Guilford School on a trial basis and to conduct regular review meetings.
- To support the running of re-admission meetings and to ensure accurate records are kept on MIS.
- To lead on improving the attendance of targeted children within the year group.
- Act as part of the school first aider team and to respond to first aid requests for both children and staff for illness and accidents.
- To formulate and support risk assessments for children with medical needs, in collaboration with appropriate colleagues.
- To maintain a high level of confidentiality, at all times.

OTHER PROFESSIONAL REQUIREMENTS

- Have a working and up to date knowledge of professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to children through own personal presentation as well as personal and professional conduct.
- Have high expectations for every child and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and children.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Principal.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal. (The job description will be reviewed at least once a year and it may be subject to modification or amendment at any time).

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JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	Maths and English GCSE to Grade C or above (or equivalent).	- Further qualifications relevant to the role. - First Aid Training. - Team teach trained (or similar).
EXPERIENCE	- Minimum of two years' experience working with children with challenging behaviour. - Experience of one-to-one support and group work. - Experience of having worked effectively with vulnerable children. - Experience of inter-agency work.	
KNOWLEDGE AND UNDERSTANDING	- Knowledge of implementing a school's behaviour policy. - Knowledge of current developments in education. - Knowledge of effective strategies to improve attendance and behaviour. - Knowledge and understanding of current safeguarding practices. - Knowledge of Child Premium funding and its effective use. - Understanding of the importance of confidentiality issues.	Undergone further current safeguarding and best practice training
SKILLS AND PERSONAL ATTRIBUTES	- Demonstrable experience of building effective relationships with staff, children and parents. - Excellent written and oral communication skills. - Good ICT skills and can use Arbor effectively. - Able to prioritise workload and meet deadlines. - Able to self-evaluate and be a reflective practitioner.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: Empowering Ambition: Supporting personal growth, innovation and high performance.	

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	• Championing Equity: Promoting fairness, inclusion and high expectations for every child. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, child welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice.
OTHER REQUIREMENTS	High expectations for every child and a proven track record of making a difference to the learning and experiences of children inside and outside the classroom. Commitment to and vision for developing links with the local community.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.