



Job Description: Pastoral Officer Holbrook School for Autism

Job Description

Job Title	Pastoral Officer
Location:	Holbrook School for Autism
Hours per week:	37
Weeks worked per year:	39
Reporting to:	Head of Safeguarding and Pastoral Care
Salary Scale:	Derbyshire Salary Scale – Grade 9

Main Purpose of Role

To support the safeguarding, welfare, attendance, wellbeing, and pastoral care of pupils by working closely with staff, families, and external agencies. The postholder will help create a safe, supportive, and inclusive environment where pupils can thrive emotionally, socially, and academically.

Principal Accountabilities:

Main Duties	Safeguarding
	<ul style="list-style-type: none"> • Ensure all pupils are safe from harm at all times through the consistent application of safeguarding and child protection procedures • Identify, respond to, and manage safeguarding concerns in a timely, proportionate, and appropriate manner • Monitor, record, and maintain accurate, confidential, and up-to-date safeguarding records using the school's systems • Liaise effectively with parents/carers, staff, and external agencies regarding pupil welfare and safeguarding concerns • Contribute to safeguarding referrals and attend multi-agency meetings as required • Work collaboratively with external professionals to secure appropriate support and protection for vulnerable pupils • Support pupils who may be vulnerable, at risk, or experiencing difficulties at home or in school • Ensure safeguarding policies and procedures are consistently followed across the school • Promote a strong safeguarding culture, maintaining vigilance and ensuring all staff understand and fulfil their responsibilities

	<ul style="list-style-type: none"> • Communicate safeguarding information clearly and appropriately across staff teams to support effective response and decision-making • Support the Head of Safeguarding and Pastoral Care in maintaining and developing effective safeguarding practice across the school <p>Pastoral and behaviour</p> <ul style="list-style-type: none"> • Provide emotional and pastoral support to pupils experiencing behavioural, social, emotional, or mental health difficulties. • Build positive relationships with pupils to support engagement, attendance, behaviour, and wellbeing. • Support pupils during difficult periods, including transitions, suspensions, bereavement, or family challenges. • Work with staff to develop strategies to support pupils' individual needs. • Help deliver interventions related to wellbeing, emotional regulation, resilience, and personal development. • Support behaviour management strategies in line with school policy. • Support with pupil attendance and punctuality and follow up concerns with families. <p>Partnership Working</p> <ul style="list-style-type: none"> • Work collaboratively with teachers, support staff, external professionals, and families. • Attend pastoral, safeguarding, attendance, and multi-agency meetings where appropriate. • Develop positive and supportive relationships with parents/carers. • Signpost families to relevant support services and agencies.
Administration	<ul style="list-style-type: none"> • Maintain clear, accurate, and confidential records. • Prepare reports and documentation for safeguarding and pastoral meetings. • Use school information systems effectively and in accordance with GDPR requirements. • Monitor and track pupil progress and support interventions.

Line Management:	<ul style="list-style-type: none"> Reporting to Head of Safeguarding and Pastoral Care
Other General Requirements	<ul style="list-style-type: none"> Represent and promote the ethos and values of Esteem Multi-Academy Trust To take and be accountable for all decisions made within the parameters of the job description Participate with performance management and training and activities that contribute to personal and professional development Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. Provide a high standard of customer service in all dealings internal and external to the MAT

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) in Maths and English 	<ul style="list-style-type: none"> Relevant training or qualifications linked to

	<ul style="list-style-type: none"> • Willingness to undertake further relevant training 	<p>safeguarding, pastoral care or education</p> <ul style="list-style-type: none"> • Team Teach certificate
Experience	<ul style="list-style-type: none"> • Experience of working with pupils who have SEND and SEMH • Experience of working as part of a team and contributing positively • Experience of working with pupils whose behaviour challenges us • Experience of safeguarding practice in line with KCSIE • Experience of liaising with families and maintaining effective communication 	<ul style="list-style-type: none"> • Experience of being a DSL or Deputy DSL • Experience of working in a special school or Alternative Provision • Experience of attending safeguarding meetings (e.g. core groups, strategy meetings) • Experience of early help processes, liaising with social care and making referrals • Experience of providing support to families including those who are disengaged • Experience of providing support to staff regarding pupil behaviour • Experience of delivering CPD or training to staff • Experience of supporting attendance and addressing barriers to engagement
Knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding and child protection procedures • Knowledge of KCSIE and relevant safeguarding guidance 	<ul style="list-style-type: none"> • Knowledge of EHCPs and SEND processes • Knowledge of multi-agency working • Understanding of wellbeing strategies

	<ul style="list-style-type: none"> • Knowledge of trauma informed and restorative practices 	<ul style="list-style-type: none"> • Knowledge of local safeguarding thresholds and support services
Abilities	<ul style="list-style-type: none"> • Ability to build strong professional relationships with pupils and families Ability to engage and motivate pupils • Strong communication and interpersonal skills Ability to work independently and as part of a team • Ability to maintain accurate records and produce clear reports • Ability to manage workload and prioritise effectively, particularly when under pressure • Ability to remain calm and professional in challenging situations • Resilience and a positive, flexible approach Strong IT skills (e.g. Word, email, basic systems) 	<ul style="list-style-type: none"> • Ability to use data or information to inform support and decision-making

Signed: 

Date: June 2026