

CRESSEX COMMUNITY SCHOOL

JOB DESCRIPTION

Job Title: Pastoral Support Officer

Primary Purpose: To support pastoral structures, systems and processes across Key Stage 3 and Key Stage 4. To identify, record, implement and monitor pastoral interventions strategies.

To provide cover supervision in the event of teacher absence or pick up lessons on school timetable as agreed with the Headteacher

Responsible to: Assistant Headteacher - Behaviour, Attendance & Student Voice – Inclusion (BASVI)

The Role

The Pastoral Support Officer (PSO) is a positive role model for students. S/he uses professional knowledge and positive relationships with students in order to offer both challenge and support.

The role will include collaboration with Key Stage Leaders, Student Support Officers and the SENCo. The role will also involve regular liaison and communication with parents.

The role will involve cover supervision duties in the event of teacher absence.

The PSO is line managed by the Assistant Headteacher (BASVI)

Main Duties and Responsibilities

1. Safeguard the welfare of students.
2. Have due regard to the health and safety of all.
3. Contribute to daily provision of high quality pastoral care focusing on monitoring standards of behaviour, discipline, attendance and punctuality.
4. Actively engage parents/carers and build strong home school links.
5. Work with targeted student groups who have been identified as requiring pastoral interventions and help them to fulfil their full potential and achieve their goals.
6. Support with the supervision of the Isolation Room and coordinate the collation of classwork.
7. Coordinate the process for recording and monitoring pastoral interventions on SIMs.

8. Maintain accurate records on students which measure the impact of pastoral interventions.
9. Establish productive mentoring relationships with identified students, acting as a role model and setting high expectations.
10. Provide feedback to students in relation to progress and achievement. Attend School meetings and those that are specifically in relation to the PSO role.
11. Devise and implement plans for supporting students with their daily organisation.
12. Challenge and motivate students, promote and reinforce self-esteem.
13. Work with the SENCo, Key Stage Team and representatives of other agencies e.g. in implementing Pupil Support Plans.
14. Undertake work in other areas of student support, including on call support.
15. Provide cover supervision in the event of teacher absence as directed by the line manager.
16. Work to a timetable that helps coordinate all the roles and responsibilities outlined above.
17. Undertake additional duties and responsibilities as reasonably directed by the line manager and Headteacher.