



# Job Description

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**Job Title:** Pastoral Officer

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**Location:** Esteem North Academy –  
North Derbyshire

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## Job Description

<b>Job Title</b>	Pastoral Officer
<b>Location:</b>	Esteem North Academy – North Derbyshire
<b>Hours per week:</b>	37
<b>Weeks worked per year:</b>	Term time 39 weeks
<b>Reporting to:</b>	Assistant Headteacher and Senior Pastoral Officer
<b>Salary Scale:</b>	Grade 8 (12-15)

### Main purpose of Role

This role will involve identification of pupils at risk and ensure that the academy is providing highly effective safeguarding support following KCSIE. To be a deputy designated safeguarding lead. The safeguarding team also support attendance as a safeguarding concern. In addition, this role supports pastoral care, refers families for additional support and ensures that our pupils have off site vocational AP places in place where appropriate.

To provide the academy with robust and thorough safeguarding processes.

You will provide support for pupils across all sites and also support staff with their safeguarding knowledge and practise. You will be responsible for arranging your own diary and working peripatetically in order to best meet the needs of the pupils. This role will involve ensuring that pupils receive swift intervention and support to keep them safe. Days will be varied in order to meet the needs of the pupils. You will be led by our Assistant Headteacher and senior Pastoral Officer who manages the pastoral team.

### Principal Accountabilities:

<b>Main Duties</b>	<ol style="list-style-type: none"> <li>1. Providing Support for Pupils (across all sites) <ul style="list-style-type: none"> <li>• To support all staff in taking responsibility for the pastoral welfare of the pupils in all key stages</li> <li>• To liaise and seek involvement from parents / carers, teachers, support staff and external agencies including the FASST Team in relation to the welfare of individual pupils</li> <li>• To ensure that all pupils are identified for early help support and acting on this</li> <li>• To make referrals to agencies to get support for pupils and complete early help assessments where required</li> <li>• To act as a link person between home and the academy, liaising with parents/carers</li> <li>• To contribute to ensuring that work packs and 'online learning' are in place for pupils at home</li> <li>• To be a deputy designated safeguarding lead</li> <li>• Liaise with social care</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• To be a Designated Safeguarding Lead for safeguarding and work as part of the Child Protection Team which includes leading CP, CiN, TAC and TAF meetings on behalf of the academy. To attend professionals meetings and prepare reports in advance of meetings. To attend ICPCs, RCPCs, CCE and vulnerable children's meetings</li> <li>• To identify pupils who are missing from education</li> <li>• To be aware of the S175 audit and contribute to safeguarding development plans</li> <li>• Establish good relationships with parents and carers, encouraging dialogue, co-operation and partnership</li> <li>• Demonstrate empathy with and an appreciation of the care needs of pupils</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem</li> <li>• To ensure good attendance of pupils on-site and off site</li> <li>• To carry out home safe and well visits for pupils who have not attended</li> <li>• To contribute to the attendance intervention system to ensure pupils improve their attendance</li> <li>• To transport pupils to the site, to APs for short periods where pupils require a more bespoke approach to help them attend and engage or to support with the induction process by bringing pupils to site</li> <li>• To help to organise and administer appropriate rewards</li> <li>• Contribute as required to staff meetings, reward trips and other activities as associated with all key stages</li> <li>• Carry out restorative justice meetings to help pupils move on from any conflict they may have had.</li> </ul> <p>2. Support for the Education</p> <ul style="list-style-type: none"> <li>• Support pupils to attend their timetable. Know the attendance policy and DfE guidelines for attendance.</li> <li>• Engage and motivate pupils to attend</li> <li>• To communicate with site leads, teaching staff and tutors about safeguarding issues with specific pupils and ensure the curriculum content provides the necessary education for pupils to make appropriate choices</li> <li>• To contribute to charity or volunteering events</li> <li>• To support with assemblies if content is related to keeping pupils safe and is appropriate</li> <li>• To set up off site alternative provision placements for pupils, complete their referral paperwork and take pupils to visit them</li> <li>• To visit pupils in their alternative provisions to help monitor progress</li> <li>• To support pupils to attend their work experience placements</li> <li>• To contribute to the Pupil Information Packs (PIPs) and target setting and review</li> </ul>
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	<ul style="list-style-type: none"> <li>• To contribute to adding safeguarding content into teacher planning for delivery to pupils – e.g online safety, prevent, FGM.</li> </ul> <p>3. Support for the academy</p> <ul style="list-style-type: none"> <li>• Promote the aims of the academy and support the academy ethos</li> <li>• Be flexible and adapt to changing need for individual pupils and the academy</li> <li>• Arrange your own diary to meet academy need</li> <li>• Lead by example, setting high expectations for all</li> <li>• Create a positive climate where pupils aspire to be the best that they can be and believe in themselves</li> <li>• Work alongside members of the leadership team, teaching and support staff team to ensure the delivery and on-going development of the pastoral system</li> <li>• Provide clarity for families with regards inclusion into our academy and pathways available</li> <li>• To contribute to the academies CPD offer where required</li> <li>• Be a Team Teach instructor for the academy to support staff with physical intervention training to keep pupils and staff safe</li> <li>• To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.</li> <li>• Contribute to inspections where required</li> <li>• Produce case studies for pupils or interventions to evidence progress</li> <li>• To ensure the duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.</li> <li>• To ensure equality of opportunity is afforded to all persons both internal and external to the academy, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour</li> <li>• To understand and comply with procedures for the emergency evacuation of the academy</li> <li>• To work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Centre to enable pupils to achieve.</li> <li>• To carry out other duties and responsibilities requested by the Headteacher.</li> </ul>
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<b>Other General Requirements</b>	<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• Ensure a culture of staff professionalism and resilience</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities &amp; GDPR.</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Understand and apply a range of appropriate support strategies</li> <li>• Be conversant with the academy's safeguarding policy and actively employ said policy in order to keep pupils across site safe</li> <li>• Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information</li> <li>• Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post</li> </ul>
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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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Full UK Driving Licence</li> <li>Business insurance</li> <li>Car</li> <li>GCSE (or equivalent) Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>DSL trained</li> <li>Mental health trained</li> <li>Behaviour Management training</li> <li>Team Teach certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Of working to KCSIE</li> <li>Of being a DSL/DDSL</li> <li>Experience of working with challenging and vulnerable young people</li> <li>Experience of working with school aged pupils</li> <li>Experience of working peripatetically</li> <li>Experience of attending safeguarding meetings for pupils such as core groups and strategy meetings and of working with social care</li> <li>Of safe and well home visits</li> <li>Of liaising with families and maintaining effective communication</li> <li>Of working above and beyond and of contributing to a team for the greater good</li> <li>Of liaising with agencies such as social care</li> <li>Of referrals to safeguarding where attendance is cause for concern</li> <li>Of working with families who are reluctant to engage</li> </ul>	<ul style="list-style-type: none"> <li>Of an alternative educational setting other than mainstream</li> <li>Of lone working</li> <li>Of working closely with families in their homes</li> <li>Of CME referrals</li> <li>Of delivering CPD to staff</li> <li>Experience of working with offsite APs and of organising bespoke timetables to meet pupils needs, including online learning</li> <li>Of attending core groups and strategy meetings</li> <li>Of producing case studies</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of the Derbyshire safeguarding thresholds, and support services available</li> <li>Of Child Protection</li> <li>Of KCSIE and other national policies that relate to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Of wellbeing strategies</li> <li>Of ACES</li> <li>Of EHCPs</li> <li>Of the permanent exclusion process</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of school attendance requirements by law</li> <li>• Of a range of possible attendance interventions and strategies</li> <li>• Of mental health issues and a trauma informed approach</li> </ul>	<ul style="list-style-type: none"> <li>• Of producing risk assessments for pupils</li> <li>• Of lone working and transporting pupils</li> <li>• Of alternative vocational provisions and bespoke timetable offers</li> <li>• Of policy writing</li> <li>• Of Team Teach</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• To represent the academy with external agencies with a high level of professionalism</li> <li>• To produce high quality and accurate professional reports</li> <li>• To be thorough and record with accuracy and provide robust reports</li> <li>• To be patient, tactful and approachable</li> <li>• To organise your own diary with excellent time management</li> <li>• Ability to remain calm</li> <li>• Ability to work on own initiative</li> <li>• Able to set targets for pupils learning</li> <li>• To be flexible and adapt plans frequently to meet the needs of the academy</li> <li>• To build professional relationships with families who may be disengaged</li> <li>• To build rapport with challenging pupils with varying needs</li> <li>• To diffuse and divert obstructive behaviour</li> <li>• To be a good team worker who can work in a collaborative manner under the direction of a variety of staff considering the whole team's workload and capacity</li> <li>• Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post</li> </ul>	

	<ul style="list-style-type: none"> <li>• To promote and reinforce pupils' self-esteem, independence and participation</li> <li>• To be a proactive strategic planner but to also think and react appropriately</li> <li>• To produce accurate data analysis and the ability to use data to set targets and measure progress to show the academy in its best light</li> <li>• Communicate highly effectively and have excellent interpersonal skills</li> <li>• To be creative and think outside of the box with innovative ideas</li> <li>• To have consistently excellent verbal and written communication skills and a good standard of numeracy</li> <li>• To work at pace</li> <li>• To have a good level of self-reflection and be able to respond to positive criticism to develop professionally</li> <li>• To work under pressure and prioritise effectively</li> <li>• To maintain resilience and positivity</li> <li>• To take responsibility and work with autonomy within set boundaries</li> <li>• To have a growth mindset and work with positivity at all times</li> <li>• To work to risk assessments</li> <li>• Highly skilled in the use of ICT (ie word processing, excel, e-mail and internet capabilities)</li> <li>• To remain professional and distanced and not too involved with complex cases which may blur professional boundaries.</li> </ul>	
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Signed:

Date: