



# Holbrook Academy

## Pastoral Officer JOB DESCRIPTION

JOB TITLE	Pastoral Officer
LINE MANAGER	Pastoral Leader/ AHT
SALARY	Grade 4 (Point 14 - 17)

### Job Purpose:

The Pastoral Officer – Working closely with the Pastoral Leader and AHT, the post holder provides day-to-day pastoral care, guidance and support for students during their formative years at secondary school.

### Key Responsibilities

#### Student Wellbeing & Support

- Maintain weekly contact with key students to monitor wellbeing and provide targeted support.
- Be a consistent, visible presence for students needing daily pastoral care.
- Deliver individual and small group interventions to address emotional, social, and behavioural needs.
- Maintain accurate records of referrals and interventions, and liaise with external agencies as appropriate.
- Lead restorative conversations between staff and students to rebuild relationships and resolve conflict.
- Communicate regularly with parents/carers via phone calls, letters, and meetings to ensure a collaborative approach to student support.
- Support dual-registered students by liaising with PRUs to ensure appropriate, sustained alternative provision.
- Act as lead contact for Student Voice in relation to external visitors and agency engagement.

#### Safeguarding (as ADSL)

- Undertake relevant safeguarding training and act as a key member of the safeguarding team.
- Respond to safeguarding concerns, manage active cases, and be on call for emergencies.
- Complete safeguarding referrals and documentation (e.g. CAFs, Early Help, funding requests).
- Attend and contribute to safeguarding meetings including CIN, TAC and CP as required.
- Monitor safeguarding platforms (e.g. MyConcern), ensuring accurate and timely updates.
- Communicate with families about safeguarding concerns in a clear, sensitive, and professional manner.

#### Behaviour and Attendance

- Monitor behaviour incidents daily, liaising with staff and students to ensure consistent follow-up.
- Support early intervention strategies, including parent meetings and home visits where necessary.

- Contribute to the creation, implementation and review of Behaviour Support Plans (BSPs) and reintegration processes.
- Promote positive behaviour, resilience and respectful relationships in line with the school's values.

### **Transition & Primary Liaison**

- Support with the coordination of Year 6 to 7 transition, including visits to primary schools, induction events, and early intervention for vulnerable students.
- Maintain strong links with feeder schools to gather pastoral information and ensure smooth handover.
- Support students struggling to settle into school routines, particularly those experiencing social or friendship challenges.

### **Parental Engagement**

- Act as a key point of contact for parents/carers regarding pastoral issues in Key Stage 3.
- Organise and attend parent meetings, progress evenings, and other pastoral events.
- Build strong, trusting relationships with families to support a joined-up approach to student care.

### **Administrative & Operational Support**

- Maintain up-to-date records on school systems (e.g. SIMS, MyConcern, ClassCharts).
- Log behaviour, safeguarding and wellbeing interventions accurately and in line with policy.
- Assist with pastoral reports, documentation and data tracking as required.
- Liaise with the Intervention Lead to ensure consistency of support.

### **Safeguarding & Inclusion**

- Be vigilant in identifying safeguarding concerns and report them in line with school procedures.
- Work collaboratively with the SEND and safeguarding teams to ensure vulnerable students are well supported.
- Promote inclusivity and ensure all students feel valued and safe in school life.
- Attend CIN/CP meetings and contribute to support plans as needed.

### **Team Collaboration**

- Attend and contribute to pastoral briefings, case reviews and planning meetings.
- Support whole-school initiatives that promote wellbeing, enrichment, and student engagement.

This job description may be amended at any time following discussion between the Headteacher and the member of staff. It is subject to annual review at the request of the Headteacher or post holder.

### **Safeguarding Statement**

Holbrook Academy is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to uphold this commitment. The successful candidate will be subject to enhanced DBS clearance and relevant pre-employment checks.