

<b>School</b>				
<b>Job No</b>	<b>Post Title</b>	<b>Grade</b>	<b>JE Pts</b>	<b>Date</b>
C1356	<b>Pastoral Support Officer</b>	Grade 5	433 NJC	February 2026

### **Statement of Purpose**

- To monitor the spiritual and moral guidance of students in line with the Catholic ethos of the college and mission statement.
- To know each and every student within the allocated Year group/s, academically and pastorally.
- To support each and every student in the allocated Year group. To meet with them and discuss progress.
- To intervene directly with each and every student as appropriate.

### **Roles and responsibilities**

#### Daily

- Monitor behaviour using Arbor through the homepage as per the rewards and sanctions policy.
- Be part of the “on-call” team to respond to urgent issues requiring immediate support.
- Establish home/school links for students receiving Pastoral Support.
- Maintain regular contact with families/carers of students in need of extra support, to keep them informed of the student’s needs and progress and to secure positive family support and involvement.
- Monitor and intervene with regards to student punctuality. Inform HOY of any patterns that may be emerging.
- Administer and co-ordinate the Emmaus/St Augustine and Manresa referral system for students identified for Pastoral Support.
- To have an awareness of all student groups and their subsequent needs in liaison with senior staff and tutors. To refer to the school leads as appropriate e.g. SENDCO, Assistant Principal for PP and Designated Safeguarding Lead for safeguarding matters.
- Promote and safeguard the welfare of children and young persons you are responsible for or come in into contact with.

#### Weekly

- Develop preventative strategies related to personal problems, behavioural issues, examination stress, decision making, anxiety and relationship issues.
- To communicate with staff in relation to students.
- Meet with HOY/Hub Lead on a Thursday morning 8:25 – 8:35am.
- Develop 1:1 and group activities for students on identified issues, such as anger management, raising self esteem and emotional literacy as appropriate.
- Attend appropriate meetings to discuss options for levels of Pastoral support with parents, Progress Co-coordinators and Senior staff.

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- Co-ordinate students support strategies with external agencies such as Camhs, Young Carers, Social Services and School Nurse.
- Facilitate the sharing of information through participation in multi-agency case conferences.
- Monitor the progress and improvement of students through evaluation of outcomes from support sessions.
- Keep regular and confidential records relating to students.

### Half-termly

- To gather information in relation to movement for highlighted students (Years 7, 8 and 9)
- To meet with parents of students with student learning plans to review strategies alongside the HOY and SENCO (where possible).
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Additional
- To supervise new students. To facilitate arrangements for the first day, monitor transitional weeks and liaise with parents.
- Be aware of students 'personal difficulties' and changes in family circumstances and inform staff as necessary.
- Maintain excellent relationships with parents.
- To have an oversight of students participation in trips, enrichment and extra-curricular involvement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**  
**Pastoral Support Officer**  
**Level 3**

Essential Criteria	Measured By
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with pupils demonstrating challenging behaviour or dealing with disadvantaged circumstances.</li> </ul>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ level 3 or equivalent.</li> </ul>	I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Ability to work effectively with, relate to and earn the trust of young people, families and carers.</li> <li>• Ability to work effectively with, relate to and earn the trust of teaching staff, senior management and external agencies.</li> <li>• Able to engage and work with young people, including those we are disaffected.</li> <li>• The ability to identify the challenges and barriers that many young people experience and to engage in strategies to help them to overcome these.</li> <li>• An active listener.</li> <li>• A team player.</li> <li>• An ability to negotiate and plan individual goals.</li> <li>• Good communicator with adults and young people, both verbally and in writing.</li> <li>• Good time management skills.</li> <li>• Able to work under pressure and to meet deadlines.</li> <li>• Able to maintain confidentiality,</li> </ul>	AF/I
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others</li> </ul>	AF/I

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

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<p>expectations.</p> <ul style="list-style-type: none"><li>• Is committed to the provision and improvement of quality service provision.</li><li>• Is adaptable to change/embraces and welcomes change.</li><li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li><li>• Communicates effectively.</li><li>• Has the ability to learn from experiences and challenges.</li><li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li></ul>	
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AF - Application form

I - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***