

Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



Job Description

Role Title:	Pastoral Guidance Officer (PGO)		
Job purpose:	<p>To manage the pastoral care function within the school.</p> <p>To monitor, support and improve the overall progress and development of students.</p> <p>To improve the behaviour and attendance of pupils by providing a proactive approach and immediate response to behaviour issues and to monitor and support their overall progress and development</p> <p>To be responsible for pastoral support of a specified year group of students.</p> <p>To be available to support the personal welfare of all members of the school community with regard to spiritual, moral, social and cultural values and to promote the ethos of the school</p>		
Reporting to:	Headteacher, Assistant Headteacher responsible for Pastoral Care and Guidance, Lead Pastoral Guidance Officer		
Responsible for - Staff	Supervision of junior pastoral staff		
Liaising with:	Headteacher, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/guardians, external agencies		
Grade of post/Salary:	G7 pro rata	Gauge	
Hours:	37 hours per week, term time plus 2 weeks		
Contract:	Permanent		
Disclosure level:	Enhanced		
Base	Bedford High School		
Date:	June 2019		

Job Outline

- To manage the school pastoral care function and effectively formulate aims and objectives which are relevant to the needs of the school and students.
- To develop, monitor and implement appropriate strategies for the pastoral care function within the school.
- To identify, monitor and evaluate appropriate strategies for student progress tracking, target setting and mentoring and supervise students when required and liaising regularly with parents/carers.
- Work with the relevant senior manager to identify students who are vulnerable and to formulate appropriate plans to achieve aims.
- Provide formal counselling/mentoring where appropriate.
- To plan and deliver workshop sessions on a range of issues and to plan, lead and deliver extra-curricular opportunities.
- To liaise with and work in conjunction with the multi-agency team.

- To be responsible for the day-to-day management of the pastoral team
- To develop, maintain and implement robust systems in order to record relevant information and to have responsibility for child protection documentation.
- To develop and implement relevant school policies and procedures.
- To monitor and evaluate student attendance and behaviour management systems.
- To contribute to the development of effective links with partner schools, the community.
- To support the school in our promotion of British values in the whole school community.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To promote actively the school's corporate policies.

To supervise students as required.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

To undertake First Aid Training

The school 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.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Person Specification / Selection Criteria
Pastoral Guidance Officer (PGO)**

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 (secondary sector) in a professional capacity	E		A, I, R
Has led or made a major contribution to a project or initiative (e.g. transition work with partner primary schools, extra-curricular activities)		D	A, I, R
Supervisory experience		D	A, I
Experience of working in a school or local government environment		D	

B. Training and Qualifications

	Essential	Desirable	Source
Relevant degree		D	A, I, R
Relevant NVQ Level 4 qualification or equivalent level of experience	E		
Counselling or Mentoring qualification – level 2 or willingness to work toward within agreed timescales		D	A
Evidence of participation in regular professional development and further professional study	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different student behaviours	E		A, I
Understanding of the main challenges for students in the secondary sector	E		A, I
Understanding of teaching and learning	E		A, I

strategies and how these impact on pastoral issues			
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively and effectively with parents, students, staff, outside agencies and others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			A, I
Very high level of communication and interpersonal skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation	E		A, I
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I
Excellent literacy and numeracy skills	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

Date job description prepared/revised:	Revised January 2019
Prepared by:	B Moss
Agreed by post holder:	
<p>This job description is not necessarily a comprehensive definition of the post. In line with other posts it will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the holder of the post and the Headteacher</p>	
<p>The school 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.</p> <p>This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.</p>	