

**ROCHDALE BOROUGH COUNCIL**

**SCHOOL: Middleton Parish Church School**

**JOB DESCRIPTION**

<b>Job Title:</b>	Pastoral Officer
<b>Grade:</b>	Grade 6 (SCP) 19-24
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	
<b>Hours of Duty:</b>	<b>19.5 hours per week, to be worked in accordance with service needs</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Postholder may be required to attend evening and weekend meetings</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave – Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"><li>➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li></ul></li><li>➤ Be aware of and apply the Rochdale Way behaviours at all times.</li></ul>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **PURPOSE AND OBJECTIVES OF THE JOB**

To provide pastoral care and support to groups of pupils, (e.g. year group, tutor group, key stage group) aiming to remove barriers to learning and assisting pupils to achieve their full potential.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

## **Relationships (Internal and External)**

- Internal:
1. School staff.
  2. Senior managers.
  3. Governors.
  4. Volunteers.
  5. Pupils.
  6. Users of the School.

- External:
1. Parents/carers.
  2. Staff in other schools and within the LA.
  3. Suppliers of equipment and services.

## **RESPONSIBILITIES:**

### **The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **PRINCIPAL DUTIES**

1. To develop and implement targeted activities to support pupils in their learning and encourage positive attitudes and behaviours.
2. To work with teaching staff to assess and monitor pupils and identify those who may benefit from additional pastoral support to raise achievement and overcome barriers to learning.
3. To develop action plans for individuals and groups of pupils, providing targeted solutions/strategies to engage, motivate and meet specific needs.
4. To monitor and analyse pupil's punctuality and attendance, liaising with teaching staff, support staff and the LA.
5. To implement strategies to improve attendance, including holding attendance panels and rewarding good attendance.
6. To work closely with Year Coordinators and/or SMT, providing input to the development of school policies and initiatives in respect of sanctions and reward **(if applicable)**.
7. To work closely with parents of children receiving support, establish trust and openness and achieve positive family involvement.
8. To establish links and facilitate support from external agencies to ensure that pupils needs are met, which may include attending relevant meetings, e.g. CAF meetings.
9. To assist in the preparation of correspondence in relation to pupils, including writing reports, letters etc.
10. To attend relevant case conferences.
11. To assist pupils with a smooth transition from primary to secondary school, choosing options and remaining on track with coursework.
12. To liaise with subject teachers and Faculty Directors in relation to the behaviour and learning of students.
13. To assist either the organization of Parent's Evening and other consultation meetings.
14. To provide support and advice to pupils, in relation to personal problems, emotional problems, welfare matters etc.
15. To liaise with appropriate staff and provide support to pupils with re-integration into class after a period of absence, eg following exclusion, long term illness or extended holiday.
16. To maintain records and undertake administrative duties related to the post, e.g. filing, collating data.

## **SECONDARY DUTIES**

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.
2. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).
3. To promote equality and diversity.
4. To participate in training and other learning activities and performance development as required.
5. To attend relevant meetings as required.
6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_