

ROCHDALE BOROUGH COUNCIL

SCHOOL: St Gabriel's RC High School

JOB DESCRIPTION

Job Title:	Pastoral Officer
Grade:	Grade 6 (SCP) 19-24
Responsible to:	
Responsible for:	
Hours of Duty:	37 hours per week, term time only plus one week.
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• 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.• Annual Leave – Term Time Only – 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.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none">➤ Proud➤ Passionate➤ Pioneering and Open <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
DBS Disclosure Level:	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: _____

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Pastoral Officer

Grade 6 (SCP) 19-24

Note to Applicants

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

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess GCSE English and Mathematics at Grade A*- C, or GCSE Level 9-4, or a Level 2 qualification in Literacy and Numeracy. • Relevant Level 3 qualification. • Experience of working with children and young people to overcome mental and physical barriers to their personal, social or learning development. • Experience of working with parents/carers and external agencies. • Specialist knowledge gained from extensive experience of working with pupils in pastoral care and support. 	Application Form/Checking of Certificates	<ul style="list-style-type: none"> • Experience of working in a school setting. • Training/experience in counselling strategies. 	Application Form/Checking of Certificates
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Initiative and creativity to develop a range of options/alternatives to support children and young people. • Resolve problems in sometimes stressful situations. • Effective organisational skills to manage conflicting deadlines and meet deadlines. • Ability to keep accurate records and write reports. 	Application Form/Interview		

SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to work effectively within a team. • Ability to promote a positive ethos and act as a role model. • Knowledge of personal, social and educational topics which relate to adolescent concerns. • Knowledge of potential barriers to learning and attending school faced by children/young people, as well as how these can be overcome. 	Application Form/Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Prepared to undertake travelling as part of duties. • Prepared to work in a variety of settings including home, primary school etc. • Ability to work to a flexible timetable. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form		