

## All Saints Catholic College



### **JOB DESCRIPTION**

**Post:** **PASTORAL SUPPORT OFFICER**

**Responsible to:** **Deputy Headteacher**

#### **Duties and Responsibilities**

The Pastoral Support Officer is expected to:

- regularly liaise with Form Tutors, Heads of Year and the Leadership Team on concerns or issues for particular students or groups of students, and to support in the implementation of strategies to ensure that those concerns are addressed;
- set up, run and deliver a support system for students who may have issues/worries or concerns linked to all aspects of their lives, and to communicate this with all key stakeholders;
- work with Heads of Year, SENCo and other stakeholders to identify students who may need additional support from the team, ie. mentoring, and set up necessary support structures for those students;
- work closely with the Head of Year, Pastoral Team and Leadership Team to discuss any safeguarding/welfare/progress/pastoral problems arising concerning a particular student;
- refer any safeguarding/medical concerns to the relevant agency, ie. the public services Hub, health and/or appropriate support agency and report information and advice with the designated safeguarding lead;
- share key information with agencies, as directed by the Leadership Team/Head of Year, and complete relevant reporting and recording systems as agreed with the Leadership Team;
- consistently promote the Catholic ethos of the College and to help ensure that this is embedded in form time, and that assemblies are collective acts of Catholic worship in which elements of the students' life at College is regularly celebrated;
- liaise closely with outside agencies on pastoral, welfare, attendance or safeguarding matters and communicate all strategies with key staff;

- represent the College at all meetings for identified students, with outside agencies or parents linked to all safeguarding/pastoral/welfare concerns - these can include Child Protection, Young Carers, Core Group meetings, Child in Need, CAF or any identified meeting as directed by the Leadership Team;
- organise and complete Managed Move meetings as directed by the Leadership Team and organise review meetings, as well as compiling key data and sufficient feedback regarding students as part of the agreed Managed Move process
- work with Heads of Year, attendance officer and outside agencies to ensure that students with attendance issues are supported with agreed strategies to improve their attendance;
- communicate with parents, carers and stakeholders regarding safeguarding concerns, behaviour issues, attendance and punctuality;
- support in the production of key data or information for identified students or a cohort of students as requested and as necessary;
- be a presence around school, including break times, to ensure the smooth transition of students to lessons, to ensure that students demonstrate appropriate behaviour and to pick up any students who are out of lesson;
- be part of the On Call rota or be available for cover and ensure that any issues occurring within lessons are acted upon and resolved;
- be part of the pastoral team sanction structure, including detentions during and after the school day;
- support all staff in ensuring that the identified non-negotiables are being followed by students;
- ensure that all relevant legal paperwork, ie CAFs/PEPs are completed and up to date as well as organising and completing the PEP meeting as directed;
- ensure that appointments for the Health Mentor are made and distributed to students;
- support in the maintenance all paper and electronic information on students;
- complete any duties as identified by the Headteacher or College leadership teams and the Governors;
- Any other duties directed in keeping with the level of responsibility for this band to support students so that they can access education.

**For PSOs working within Key Stage Three, additional roles will be:**

- ensure that key information is passed on as part of either transition from primary school, and support in the regular and smooth running of the transition of primary school students from primary school to Year 7;

- organise and attend meetings with parents and primary schools as part of the transition process;
- work with the leadership team, and identified staff, to set up the form groupings for Year 7 and be part of the regular reviewing of those form groups.

**For PSOs working within Key Stage Four, additional roles will be:**

- to be the identified person to support students on the transition to KS4
- Support students with the transition to post 16 establishments
- Liaise regularly with the identified careers provider to ensure all students have opportunities for careers appointments
- Support with students who have been given alternative placements.

All support staff employees are subject to a probationary period of 12 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Together with Tameside and the Diocese of Shrewsbury, the College actively promotes the safeguarding of children and young people. Consequently, this post is subject to satisfactory DBS clearance.

**Our College is a community where we strive to:**

- ensure that faith and worship is lived, taught and celebrated
- provide a curriculum that enables all to experience fullness of life
- be a witness to Christ as we work with our parishes and the wider community
- value and celebrate the achievements of all
- communicate effectively and work in partnership with each other
- support all our College community as we journey together
- protect the environment for future generations
- commit to safeguarding and promoting the welfare of children and young people