

Job Description – Behaviour and Pastoral Support Officer

Post Title:	Behaviour and Pastoral Support Officer
Accountable to (Line Manager):	Assistant Headteacher – Director of Behaviour
Responsible to (day to day):	Senior Leadership Team / Heads of House / Lighthouse Co-ordinator
Salary Grade:	Grade C
School Area:	Pastoral Team
Hours of Work:	Working hours 8.10am – 4.10pm (to include 0.5 hour unpaid lunch) 37 hours per week, 39 weeks per year

1. Key Purpose of the Job includes:

- Work as part of the pastoral team, under the line management of the Assistant Headteacher (and Lighthouse Co-ordinator) to manage the Lighthouse Room and undertake work/care/support programmes which enable access to learning for students and to assist the teachers in the management of students and the classroom
- To ensure the Academy Behaviour Policy is enforced.

2. Anticipated Outcomes of Post

- Create and maintain a purposeful, orderly and supportive environment, in accordance with the Academy's behaviour policy, in the Lighthouse Room
- Use of strategies, in liaison with other staff, to support students to correct their behaviour and be ready to learn again
- Ensure that students complete work to a high standard in the Lighthouse Room
- Use professional judgement continually to assess student needs and act accordingly

3. List Key Duties

- Set up, manage and monitor the effectiveness of the Lighthouse Room, ensuring that a range of intervention programmes are in place to maximise student achievement
- Support the implementation of the Academy's behaviour policy

- To provide on the door/gate duty in the mornings to support uniform checking and meet and greet to students (8.10am-8.40am)
- Take responsibility for the day to day running of the Ready to Learn Room
- Liaise with staff to ensure there is a variety of work programmes for students to ensure their access to learning (including Need to Know Booklets)
- Implement work programmes and one-to-one support to ensure learning continues
- Manage communication with parents and carers through use of text messages, phone, email and written formats
- Undertake general clerical/administrative support for detentions, using SIMS
- Lead and manage the smooth running of detentions
- Provide data regarding Lighthouse Room and detentions, as requested
- Be flexible in meeting the student needs
- To ensure that the Pastoral Support Plans (PSPs) for students who are in the room are updated with sanctions
- Liaise with parents and other staff regarding pupil progress
- Undertake general clerical/administrative duties, such as ensuring the detention register is up to date

4. Other Duties

- To safeguard students at all times reporting any concerns to the Designated Safeguarding Lead
- To contribute to the development of school policies relating to the role
- To undertake additional duties as required, commensurate with the level of the job
- Undertake first aid training and provide first aid support to students as necessary

Person Specification

Criteria	Essential	Desirable	Evidence
Education/ Training	Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework) Training in the relevant strategies e.g. safeguarding.		Certificates
Experience	Proven experience of working with children of relevant age in a learning environment	Previous experience of working in the pastoral setting	Application/ interviews/ references
Knowledge	Working knowledge of pastoral matters that affect children		Application/ interviews/ references

Skills/Abilities	<p>Good research skills</p> <p>Ability to plan, under appropriate supervision and guidance, or in collaboration, effective learning programmes</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so</p> <p>Ability to use other technology to support learning - e.g. video, photocopier etc.</p> <p>Ability to relate well to children and adults, including other professionals/carers</p> <p>Good organisation skills</p> <p>Ability to fulfil all spoken aspects of the role with confidence and fluency in English.</p> <p>Ability to demonstrate and promote good practice in line with the ethos of the school/organisation</p> <p>To work constructively as part of a team and independently.</p>		Application/ interviews/ references
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Roles and job descriptions are subject to an annual review.

Signed:.....Headteacher

Print:

Date:.....

I agree to the terms and conditions outlined above

Signed:.....

Print:.....

Date