



Job Description

We seek to appoint a passionate, diligent, flexible and committed person to join our team as Pastoral Officer. The successful candidate must have a good level of literacy and numeracy, excellent communication and organisation skills and a sound understanding of child protection and safeguarding practice and legislation as well as an understanding of attendance procedures.

Responsible to:

Vice Principal

Job Purpose:

- To support and work with students and families to maximise learning for individual students
- To organise appropriate referrals in conjunction with other staff
- To follow up on issues where children require additional support services
- To work closely with staff tracking behaviour, attendance, SEND and safeguarding issues
- To undertake Designated Safeguarding Lead administrative duties
- To assist in providing training for College staff, as required
- To contribute to the development of a whole College approach to overcome obstacles to learning and improve student participation in learning and College life.

Duties and responsibilities

Welfare and Behaviour:

- To promote positive behaviour throughout College; supporting and maintain the College's high standards regarding conduct, uniform and appearance
- To have responsibility for safeguarding as Designated Safeguarding Lead, including working with students, attending multi agency meetings, record keeping and report preparation
- To undertake investigations as agreed by the Vice Principal into concerns or incidents raised by parents, students or staff e.g. reports of misbehaviour or bullying
- To provide extra support, when necessary, for identified students at playtime, lunchtime and after school; building social skills and self-confidence
- To develop positive relationships with parents/carers, liaising with parents regarding pastoral, health and welfare issues
- To be mindful of and support families of minority groups
- To work in partnership with parents/carers and other agencies to prevent the risk of continued social/emotional behavioural problems leading to exclusion
- To provide support for students identified as in danger of becoming disengaged from College for emotional, behavioural and attitudinal reasons
- To support colleagues to develop, implement and monitor student support plans
- Ensure all students are able to take full advantage of the learning opportunities available to them, including pupil premium students
- Having a knowledge and appreciation of the range of activities, organisations and individuals that can provide extra support and arranging these services for the student/family as appropriate
- Liaising with colleagues, local and national strategies and sharing good practice to support achievement
- To support the re-integration of students on return to College from exclusion
- To work with all stakeholders to support successful transition and or transfers

SEND

- To work closely together and inform the SENDCo where the needs of a student overlaps from pastoral/safeguarding to SEND. To be guided by the SENDCo and the Vice Principal in ensuring appropriate action is carried out.

Management of Academic Performance:

- To liaise with teaching staff, students and parents to provide particular support to target underperforming students in receipt of free school meal/ pupil premium in order to raise achievement and help them minimise/overcome barriers to learning
- To mentor, counsel and support students as appropriate; mindful of training level and the need for professional supervision
- To be aware of and assist in monitoring the academic progress and personal, social and emotional needs of students

Attendance

- To work alongside the Attendance Officer in carrying out home visits when necessary and sanctioned by senior staff
- To contribute to the college's strategy to improve the attendance and punctuality of vulnerable and disadvantaged students
- Working in partnership with other agencies to reduce persistent absence and children missing education in order to promote safeguarding of students
- Developing programmes that include setting targets for individual students in areas of attendance, punctuality, achievement and behaviour.

Management of New Arrivals:

- To be responsible for the induction of new in-year arrivals as per the college policy including those children entering the college from abroad or as part of a managed move process.
- Working with the staff member responsible for admissions administration to contact parents in the first instance to arrange an induction programme
- To be aware of the content of student files transferred from previous school and ensure that relevant information is shared to enable others in College to fulfil their duties
- To liaise with families daily during the first few weeks and regularly during the first term

General Requirements:

- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and all policies of Christ's College and the Emmanuel Schools Foundation (ESF)
- Attend and participate in meetings, training and development courses as required
- Communicating effectively with colleagues in the College, outside agencies and other relevant bodies
- To maintain accurate records and reports by recording information on College systems
- Being an effective role model for the standards of behaviour expected of students

Professional Values and Practice:

- Building and maintaining successful relationships with students, parents/carers and staff.
- Being aware of relevant legislation for the role and working in line with the ethos, policies and procedures of the College and ESF
- Having high expectations of all students, respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement
- Treating students consistently with dignity, respect and consideration. Being concerned with their development as learners and members of society
- Working collaboratively with colleagues as part of a professional team, and carrying out roles effectively, knowing when to seek help and advice from colleagues and being able to accept help and act on advice given
- Reflecting upon and knowing when to improve personal practice
- Recognising equal opportunities issues as they arise in the College and responding effectively, following College and Trust policies and procedures

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to their role, training and capabilities.

Christ's College Sunderland is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the College's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

Person Specification

	Essential	Desirable
Qualifications	Good level of literacy and numeracy Understanding of child protection and safeguarding practice and legislation Understanding of attendance procedures	Further CPD safeguarding or pastoral Working in an educational setting with vulnerable groups Health & Safety Training First Aid Certificate Understanding of SEND procedures TA, HLTS or UK QTS
Experience	Working with vulnerable groups Communicating to people at all levels Safeguarding knowledge	Working with families Working with external professional services in a learning/pastoral setting
Skills and Competencies	Supporting learning in tackling underachievement and barriers to learning Supporting behaviour of students To be able to interpret, interrogate and analyse data Good listener Responds well to training	Knowledge of mental health Working on improving attendance of disadvantaged and vulnerable students
Disposition	Support and contribute to the ethos of the ESF Work on own initiative within the remit of College policies and procedures To be fully committed to equality of opportunity for children, staff, parents and members of the wider community To have high expectations Ability and willingness to work as a member of a team Ability to work effectively with all staff	To be able to maintain enthusiasm when dealing with routine work To be self-aware and seek supervision / support when dealing with difficult cases. To have a sense of humour

References: Up to three references will be sought prior to interview. Once must be from your current employer. Any relevant issues arising from references will be taken up at interview.

DBS

ESF is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.