HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title:	**Pastoral and Behaviour Officer**
Responsible to:	**Director of Behaviour and Student Support**
Pay Band:	**C1 £29,542 - £32,046** **Actual Salary Range £25,409 to £27,563**
Hours:	**Full time, Monday – Friday.** **Term time only plus 5 days**

Main role:

You will be responsible for managing the pastoral welfare, behaviour and attendance of a full year group of students. (Year group tbc based on experience and skills). You will ensure effective communication with their parents/carers to engage them as key stakeholders in their child's educational experience. You will work alongside other Pastoral and Behaviour Officers, including the wider pastoral team to support with behaviour in school, establishing productive working relationships with students and acting as a role model. This role will include taking statements from students relating to incidents, working with students in inclusion and supporting students who present with challenging behaviour using de-escalation techniques as appropriate, in addition to leading, managing and being part of a team.

Main duties will consist of:

1. Day to day responsibility and accountability for the behaviour and attendance of the year group.
2. Work with tutors to support, monitor and develop students.
3. Participate in team meetings and other meetings relevant to year group.
4. Provide levels of individual pastoral support to students including those with special needs, implement behaviour or attendance interventions and review impact.
5. Attend to students' personal needs and provide advice to assist in their social care, health and hygiene development.
6. Participate in the comprehensive assessment of students to determine those in need of particular help.
7. Support the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies.

8. Provide information and advice to enable students to make choices about their own learning / behaviour / attendance.
9. Attend training in child protection to become a designated safeguarding officer (DSO).
10. Manage a number of child protection students as directed by the Designated Safeguarding Lead (DSL).
11. Work with the Attendance Strategy Lead to monitor, track and intervene with those students with low attendance.
12. Challenge and motivate students, promoting and reinforcing self-esteem.
13. Provide feedback to students and parents in relation to progress, achievement, behaviour and attendance.
14. Support students' access to learning using appropriate strategies and resources.
15. Liaise with other staff in planning, evaluating and adjusting learning activities as appropriate.
16. Monitor and evaluate pupil's responses and progress against action plans through observation and planned recording.
17. Provide objective and accurate feedback and reports to other staff on pupil's achievement, progress and other matters as requested.
18. Responsible for keeping and updating records as agreed, contributing to review systems/records as requested.
19. Establish constructive relationships with parents and carers including the exchanging of information and facilitating their support for their child's attendance.
20. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
21. Supervise students on visits, trips and out of school activities as agreed.
22. Implement supervision of students out of school hours as required.
23. Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school.
24. Establish constructive relationships and communicate with other agencies/professionals.
25. Carry out student supervision duties immediately before and after the school day and during break and lunchtimes.
26. Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
27. Be aware and support differences and ensure all students have equal access to opportunities to learn and develop.
28. Support and enforce the positive behaviour system at all Key Stages
29. Lead and support the re-integration of students on return from Exclusion.
30. Support whole school behaviour procedures, lead on investigations, and report to parents.
31. To be aware of and support difference and ensure equal opportunities for all.
32. To contribute to the overall ethos/work/aims of the school.
33. To appreciate and support the role of other professionals.
34. To attend and participate in relevant meetings as required.
35. To participate in training and other learning activities and performance development as required.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification – Pastoral & Behaviour Officer:

Category	Essential	Desirable
Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	Relevant Level 3 qualification in Education, Youth Work, Social Care or a related field.
	Willingness to undertake further professional development.	Team Teach, Mental Health First Aid or restorative practice training.
Experience	Experience of working with children or young people in an educational or similar setting.	Experience of working in a secondary school.
	Experience of supporting students with behaviour, attendance or pastoral needs.	Experience of working with vulnerable students, including those with SEND, SEMH or safeguarding concerns.
	Experience of working effectively with parents/carers and external agencies.	Experience of coordinating interventions or mentoring programmes.
	Experience of maintaining accurate records and producing reports.	Experience of using school management information systems (e.g. SIMS, CPOMS).
Knowledge	Knowledge of behaviour management strategies and restorative approaches.	Knowledge of current educational legislation relating to attendance and behaviour.
	Understanding of safeguarding and child protection procedures, including *Keeping Children Safe in Education (KCSIE).*	Knowledge of trauma-informed practice.
	Understanding of the barriers that can affect young people's learning, attendance and behaviour.	Understanding of SEND and the graduated approach.
	Knowledge of equality, diversity and inclusion.	

Category	Essential	Desirable
Skills & Abilities	Ability to build positive and professional relationships with young people.	Ability to deliver small group interventions.
	Ability to remain calm, resilient and professional in challenging situations.	Experience of de-escalation techniques.
	Excellent communication and interpersonal skills.	
	Ability to challenge inappropriate behaviour whilst maintaining positive relationships.	
	Ability to work collaboratively with teaching staff, parents and external agencies.	
	Ability to manage competing priorities and work independently.	
	Strong organisational skills and attention to detail.	
	Competent IT skills, including Microsoft Office and school-based systems.	
	Ability to maintain confidentiality and exercise sound professional judgement.	
Personal Qualities	Passionate about supporting young people to succeed academically, socially and emotionally.	
	Commitment to high expectations of behaviour, attendance and achievement.	
	Empathetic, approachable and able to establish trust with students.	
	Resilient, adaptable and solution-focused.	
	Professional, reliable and able to work effectively as part of a team.	
	Commitment to equality, diversity and inclusion.	
	Commitment to safeguarding and promoting the welfare of children and young people.	

Safeguarding

The successful applicant will be committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced Disclosure and Barring Service (DBS) check, online searches and all other pre-employment checks in line with Keeping Children Safe in Education (KCSIE).