



Job Title: Pastoral Support Officer (A5205)

Location: Mary Astell Academy

Grade: N5

Responsible to: Pastoral Lead

Responsible for: N/A

Job Purpose: Reporting directly to the Senior Leadership Team, you will possess the necessary skills to provide pastoral support to learners. The job description will be reviewed regularly to reflect, or anticipate, changes to the job commensurate with the salary and areas of responsibility.

Location: Designated academy. Please note that staff may be rotated across the Trust to gain skills and experience and to ensure that Trust academies have access to this knowledge bank as and when required.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

The Post Holder will:

- Support the implementation of the Academy's vision and values
- Ensure the Academy policies are promoted and adhered to
- Contribute to the Academies' commitment in developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents, carers and students
- Ensure a high level of confidentiality and abide by all GDPR rules

Specific Responsibilities:

- Work closely with the Pastoral Lead and, in their absence, direct support staff as necessary.
- General administration duties including liaising with Senior Leadership Team to provide support with paperwork for meetings, minute taking, filing, collating and analysing data for producing reports.
- Administration of pastoral documentation, input data into BROMCOM Management Information System (MiS), and file appropriately. Liaise closely with parents, carers, the Trust, the LA, other schools, outside organisations and professional bodies when necessary.
- Support colleagues in the preparation of attendance documents, develop and create spreadsheets to analyse data / trends and collate reports.

- Provide administrative support for Attendance Officer(s) by: preparing documentation, developing and creating spreadsheets, inputting attendance data, contacting parents or carers on first day absence calls, tracking attendance and interventions, supporting students referred to or attending Alternative Provision placements.
- Input daily/weekly behaviour interventions data on spreadsheets and databases for tracking and analysis.
- Organising and leading on pupil reward visits and other associated pastoral educational visits.
- Support student Pre-Admission and reintegration meetings, preparing appropriate documentation and paperwork
- Prepare documentation and paperwork for parental meetings, local inclusion panel process meetings (LiP), Team Around the School meetings, take minutes and on occasion take the lead.
- Organise & maintain pupil records
- To develop and maintain effective relationships with learners
- To support with the management and recording of all safeguarding issues
- To provide general care and welfare by responding appropriately to the social, emotional and physical needs of learners
- To be part of an on-call support network available to learners throughout the learning day
- Liaison and communication with all relevant staff regarding matters both pastoral and operational
- Liaison with parents and carers and employers where learners are on work placement
- To ensure appropriate levels of confidentiality are maintained
- Contribute to policy development for area of responsibility including the service's self-assessment report, and to provide advice and guidance on policies as required.

Developing Self and Working with Others

- Annual staff performance review with line manager
- Maintain good working relationships with all members of the Academy community
- Work collaboratively with teaching staff to support students learning, preparing resources
- Set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Attend relevant training and CPD to improve and enhance skill set as directed
- Engage with day to day training to improve knowledge of systems & internal processes

Given the dynamic nature of the role and support structure, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

The Academy is committed to equality and diversity for all members of society and will take action to discharge this responsibility. Many of the actions will rely on individual staff members embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Academy's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action

Support for the Trust:

- Be aware of and support students with varying needs and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils/students.
- Promote the academy/trust equal opportunities policies in all aspects of employment and service delivery.
- Assist in maintaining a health, safe and secure environment and to act in accordance with the academy's policies and procedures
- Other duties commensurate with the grade of the post as required by the PLT Chief Executive Officer or Head of School.

February 2023

Person Specification

The successful candidate will be, innovative and influential, reliable and committed, and who recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Area	Essential/ Desirable	Assessment
Qualifications & Training		
4 GCSEs Grade A-C (or equivalent) including Maths and English	E	Application form Qualification check
NVQ Level 3 in Teaching Assistant or equivalent	E	Application form Qualification check
Willingness to participate in relevant training and development opportunities	E	Application form
Child Protection training	D	Application form
First Aid training or willingness to undertake appointed person certificate in First Aid	D	Application form
Knowledge and Experience		
Experience of working in an educational environment	E	Application form Interview References
Experience of working in an Academy environment	D	Application form Interview References
An understanding and knowledge of the key principles of school based administration.	D	Application form Interview References
Experience of working with Microsoft packages including word, excel and power point	E	Application form Interview References
Experience of delivering high quality customer service	E	Interview References
Skills & Key Criteria		
Ability to relate well to children and adults	E	Interview References
Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	Interview References
Ability to liaise sensitively and effectively with parent and carers	E	Interview References
Good organisational skills	E	Interview References
Ability to prioritise workload effectively to meet deadlines	E	Interview References
Excellent communication and inter-personal skills	E	Interview

		References
Ability to communicate effectively with all stakeholders	E	Interview References
Excellent problem solving skills	E	Interview References
Well-developed IT skills, including the ability to take minutes	D	Application Form Interview References
Ability to use initiative and judgement and work autonomously	E	Interview References
Ability to maintain confidentiality	E	Interview References
Proven tact and diplomacy skills	E	Interview References
Knowledge of Bromcom	D	Interview References
Knowledge of Child Protection	D	Application Form Interview References
Personal Attributes		
A supportive and co-operative team member with a flexible approach	E	Interview References
Highly motivated showing resilience and reliability	E	Interview References
A positive attitude and commitment to equality	E	Interview References
Ability to manage own time well to meet competing demands	E	Interview References
Ability to work outside normal trust hours if the need arises	D	Interview
Ability to travel to trust academy locations as required	E	Interview
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E	Interview
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	Application Form Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D	Interview