



HOLY FAMILY RC AND CE COLLEGE



JOB DESCRIPTION

OCCUPATION

Job Title:	Pastoral Officer (temporary to cover maternity leave) KS4
Grade:	Scale 4 – SCP 18-21
School:	Holy Family RC and CE College
Responsible to:	Deputy Head Pastoral
Responsible for:	N/A
Hours of Duty:	36 ¼ hours 8.30 am – 4.15 pm (term time only + 2 days)
Any Special Conditions of Service:	The Council operates a No Smoking Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. Casual/essential Car User Allowance The postholder will be required to attend occasional evening and weekend meetings.
CRB Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PURPOSE OF THE JOB

The Pastoral Officer will be expected to support the aims and objectives of the school and under the direction of the Student Development Manager work with all students in the year group to support learning and pastoral care and so help remove barriers to learning.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the school.

Equipment and Materials

To be responsible for the safe use of maintenance of equipment/materials used by the postholder.
To adhere to the school rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with school's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the School's Policy relating to the promotion of Equality and Diversity.

Safeguarding

To work in accordance with the school's policy relating to safeguarding children.

Relationships (Internal and External)

Internal:

School staff, students and members of the Governing Body.

External:

Parents, Carers, Connexions, Social Services, LEA officers, staff in other schools and of Rochdale MBC and other outside agencies as required.

Training and Development

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's performance management framework.

Responsibilities

The postholder must:

1. Perform their duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the school's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To support students in their learning and encourage positive attitudes and behaviour in and around the school.
2. To monitor punctuality and attendance, liaising with Student Development Managers, Form Tutors, teaching staff and Education Welfare Officers (EWO) and other office staff.
3. To take any measures necessary to improve year group attendance, including holding attendance panels and rewarding good attendance.
4. To assist the Student Development Manager and Deputy Head Pastoral in the administration of the school's Commendation Reward System.

5. To assist the Deputy Headteacher in the administration of the school's sanctions policies with particular reference to staff regarding isolation room.
6. To liaise with parents/carers and outside agencies both in person and by telephone.
7. To assist in the preparation of reports/letters etc of various kinds.
8. To attend relevant case conferences.
9. To assist in relevant year groups in transition from primary to secondary school, choosing options and ensuring coursework is completed.
10. To liaise with subject teachers and Curriculum Managers in relation to behaviour and the learning of individuals and groups of students.
11. To assist in the organisation of parents' evenings and other consultation meetings etc as and when reasonably required.
12. To be available throughout the day for students in their year group to give support and deal with issues such as minor bullying, personal problems, general support etc.
13. To support students with re-integration into class and to liaise with appropriate staff over students returning to school after a period of absence e.g. following an exclusion, long term illness or extended holiday.
14. To undertake clerical duties related to the post e.g. letters, filing, inputting information from different software packages.
15. To ensure that every student has a confidential file that is centrally stored but secure.
16. Assist in the formation of Pastoral Policies and their implementation. Assist in the regular review of such policies.
17. To assist the Student Development Managers and Form Tutors in establishing an effective team dedicated to serving the needs of the students.
18. Assist in the monitoring of the students' progress towards the school's targets for GCSE.
19. Assist in the coordination of the student questionnaire.
20. Assist in the coordination of the passport into Year 11.
21. Assist in organisation of the Year 11 Leavers' activities.
22. Assist in the year group retreat days.
23. Assist in the administration for the visits to Castlerigg
24. Assist in the organisation of Year 10 Work Experience.
25. Assist in the completion of Student references.
26. Oversee the transition to post 16 education/employment/training collating the relevant data.
27. Lead in the identification of potential NEET students and collate the data for such students.
28. Work with Student Development Managers, PAAs, Form Tutors, Teaching Staff and outside agencies to formulate a programme of prevention for potential NEET students.
29. Attend Pastoral Leader Meetings.
30. Assist in the daily monitoring of the student's uniform and liaise when necessary with the Student Development Manager.
31. Assist in the daily monitoring of the student's equipment.
32. Assist in the monitoring of the students at each level of the behaviour policy and liaise with the behaviour assistant in putting support programmes into place.
33. Assist in the identification of students at risk and implementation of appropriate levels of support.
34. Assist in the promotion and celebration of student success in all areas of school life.
35. Assist in the monitoring of student attendance and punctuality, ensuring that appropriate action is taken when needed.
36. Assist in the preparation and organisation of the Healthy Lifestyle, Citizenship and Drugs Awareness days.
37. Ensure that there is a smooth transition from the previous key stage and to the next key stage by liaising with the appropriate Pastoral Officer.
38. Assist in the organisation of parents' evening.

SECONDARY DUTIES

1. Attendance at any training sessions as required.
2. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time in consultation with the postholder and if he/she wishes, with her Trade Union Representative.

Signed
Pastoral Officer

Signed
Headteacher

Dated
Pastoral Officer

Dated
Headteacher

