

METROPOLITAN BOROUGH OF KNOWSLEY

SCHOOL	ALL SAINTS CATHOLIC HIGH SCHOOL
POST TITLE	SENIOR PASTORAL SUPPORT OFFICER
GRADE	H (SCP 23-25) 36 hours per week, 46 weeks per year Actual Salary £30,461 to £32,167
RESPONSIBLE TO	SENIOR LEADERSHIP LINK & DESIGNATED SAFEGUARDING LEAD

MAIN PURPOSE

To work with key staff in school, parents/carers and other agencies to address the needs of pupils to support them to overcome barriers to their learning, both inside and outside of school, in order to achieve their full potential and improve outcomes.

MAIN DUTIES

- To provide academic support and guidance to a range of pupils by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their full potential.
- To support pupils and families with emerging needs by offering Early Help. Using a Signs of Wellbeing approach to develop a family plan and co-ordinate services to enable positive changes to be sustained in order to improve outcomes for the children.
- To assist key staff in supporting the pupils through periods of transition through the relevant key stages in school.
- To work closely with the school's Attendance Team to contribute to whole school attendance strategies and systems.

KEY TASKS

- To liaise with key staff using school data, to identify those pupils who are underachieving and determine the specific curriculum gaps.
- To identify any barriers to learning and put support measures in place by formulating individual development plans with the identified pupils in liaison with relevant staff.
- To seek to engage identified pupils and encourage academic progress through them taking ownership of their own development plan.
- To monitor and address the various aspects of the development plan with the pupils on a regular basis, tracking progress and bridging the gaps.
- To maintain regular communication with parents/carers on the agreed pupil development plan and identify further home learning support needed to enhance progress.
- To work with key staff to ensure pupils are fulfilling the school's expectations, including attending relevant after school interventions and/or completing home learning activities.
- To evaluate interventions for each pupil and provide relevant feedback and records to key staff and parents/carers.
- To co-ordinate support for families where emerging needs are identified.
- To gain the voice of the child, working with the family, to establish what is working well in their life, by recognising their strengths, skills and assets.
- To develop a whole-family approach and a single action plan, with a pupil/family which addresses all needs ensuring input from all appropriate agencies.
- To undertake direct work with pupils and their families to gather information in order to assess their needs and complete an Early Help Assessment.
- To co-ordinate the relevant multi-agency meetings and communications with all stakeholders.
- To liaise with the school's safeguarding and pastoral teams to report any concerns that arise as a result of closely working with pupils and their families.
- To support the effective transition of pupils through the various key stages within school by liaising with key staff and parents/carers.

- To work alongside the school's Attendance Team to share information to help determine appropriate levels of intervention.
- To undertake home visits as required and bring pupils to school when necessary.
- To attend parents' evenings to offer support in relation to pupils' individual needs.
- To participate in regular supervision and be responsible for own personal development.

Other Duties

- To support and facilitate the work of appropriate teaching and support staff .
- To undertake word processing and other ICT based tasks including the production of letters, reports schedules, etc.
- To accurately record all telephone conversations and meetings.
- To maintain accurate electronic records on all contact and intervention work with individuals and families using the agreed case management systems (Arbor or CPOMS).
- To provide general advice and guidance to staff, pupils and others as appropriate.
- To provide support to the Admin Team as and when required.
- To assist with first aid and break duties.

Support for the School

- To be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- To contribute to the school ethos, aims and development/improvement plan.
- To work as part of a team, appreciating and supporting the role of other people in the team.
- To establish own best practice and use it to support others.
- To undertake personal development through training and other learning activities including performance management as required.

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.

PERSON SPECIFICATION

Attributes	Competency
Qualifications, Knowledge and Training	<p>Essential</p> <ul style="list-style-type: none"> • GCSE grade C/4 in English Language and Mathematics or equivalent Level 2 qualification in Literacy and Numeracy. • Knowledge of child development and processing of learning. • Knowledge of barriers to learning and how to remove them. • Understanding of safeguarding and child protection issues. • Effective use of ICT. • Ability to undertake further training and development as required. <p>Desirable</p> <ul style="list-style-type: none"> • Relevant Level 3 qualification. • Awareness of how to support children and families with additional needs. • First aid knowledge/qualification.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working with and supporting children and families. • Experience of working with a variety of external agencies. • Experience of leading meetings. • Experience of offering Early Help and early intervention to children and families. • Ability to relate to others. • Excellent communication skills, both verbal and written. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of providing pastoral care in an educational setting. • Experience of monitoring and promoting attendance at school. • Experience of home visits and working with families in the community. • Proven track record of success in supporting the pastoral care and academic progress of pupils. • Experience of using Arbor or other school management information systems (MIS). • Previous care or medical experience.
Personal Qualities and Skills	<p>Essential</p> <ul style="list-style-type: none"> • Able to develop appropriate strategies for pupil progress tracking, target setting and mentoring. • A commitment to inclusion and ensuring all pupils have equal access to education. • Ability to build positive relationships with pupils, parents/carers, colleagues and other professionals. • Patience, enthusiasm and a caring nature.

	<ul style="list-style-type: none">● Flexibility, adaptability and the ability to remain calm under pressure.● Strong organisational skills and the ability to prioritise tasks effectively.● Ability to work effectively as part of a team and using your own initiative.● Discretion and tact when dealing with sensitive issues.● Ability to maintain confidentiality as required.● A commitment to safeguarding and promoting the welfare of children and young people and to inclusion and equality. <p>Desirable</p> <ul style="list-style-type: none">● Excellent behaviour management and de-escalation skills.● Full driving licence and access to a car.
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