



Pastoral Support Officer Job Description and Responsibilities

Responsible to: Assistant Head (Pastoral)

Line Manager: Care Manager

St Edward's is committed to safeguarding and promoting the safety and welfare of children and young people. Everyone on the staff team must share this commitment as the key feature of their job specification.

Core Purpose

1. Contribute to the delivery of the highest standards of care, protection and support to children aged 9 - 18 years.
2. Guide and support pupils experiencing difficulties by making an effective contribution to their care and welfare.
3. Facilitate pupils' physical, social, psychological and emotional development through the National Minimum Standards and all other relevant guidance.
4. Demonstrate knowledge and awareness of the importance of safeguarding, ensuring a safe environment for pupils.
5. Adhere to all Health and Safety regulations, the guidelines contained in the Employee's Handbook and the school's policy documents.

Key Responsibilities

1. Know and understand the school's ethos, aims, pupil cohort and its priorities for improvement and development.
2. Support the safeguarding of pupils which is a key responsibility that encompasses putting the needs and well-being of the children above everything else, keeping the children safe.
3. Demonstrate understanding of safeguarding procedures including knowledge of the reporting structure.
4. Work collaboratively with colleagues in all areas of the school; education, care and therapy.
5. Be alert to signs of abuse or distress, monitor and record the physical and emotional needs of the pupils.
6. Help provide a safe and supportive environment.

7. Provide pupils with safe, predictable and consistent responses that demonstrate your ability to remain calm and focussed on their needs in highly stressful situations that can arise with working with children diagnosed with Social, Emotional and Mental Health difficulties (SEMH) (full training and on-going support is provided).
8. Undertake keyworker responsibility for individual pupils focusing on the specific needs identified and by liaising with parents/carers and outside agencies to ensure their wellbeing.
9. Ensure pupils are kept safe, through the writing, updating and implementation of, including but not limited to, their Individual Behaviour Support Plans (IBSPs), Individual Pupil Risk Assessments (IPRA), Care Plans and ensuring progress is monitored.
10. Produce written and electronic communications that are legible, accurate and easily understood by others.
11. Demonstrate a thorough knowledge of the needs of the pupils and ensuring the support plans in place are understood and followed.
12. Plan in advance and attend professionals' meetings around the pupil, including but not limited to Annual reviews, PEPs, CLAs and care planning.
13. Supervise pupils, to ensure positive levels of acceptable behaviour and interactions are maintained by providing a safe, secure and stimulating environment conducive to educational, personal and social development.
14. Plan, supervise and engage pupils in after school activities.
15. Support any physical intervention using Team Teach approach if a pupil is displaying behaviour that may be a risk to themselves or others. This is conducted in accordance with legislative and school requirements (full training and on-going support is provided).
16. Manage and ensure the specific needs of the pupil are met for example, health needs, dietary requirements or religious and cultural activities and that these are communicated to all necessary parties.
17. To potentially assist in the effective running of the residential landing one evening a week.

Other responsibilities

1. Undertake food preparation as required and promote and maintain high standards of cleanliness and safety.
2. Ensure all equipment is safe to use and report any faulty equipment to the Assistant Head (Pastoral) and/or Care Manager.
3. Comply with the legal requirement for maintaining records and confidentiality under GDPR legislation.

Managing your own performance and development

1. Prioritise and manage time effectively.
2. Set and achieve challenging professional goals and ambitions.
3. Develop your skillset to meet the changing needs of the pupil group.
4. Take responsibility for your own professional development.
5. Participate in the supervision and appraisal process, as a reflective tool with which to improve practice.
6. Demonstrate in-depth reflective learning and be able to put this into practice

Strategic lead

1. Take responsibility for awareness of, and compliance with, school policies. Formally confirm knowledge and understanding of key policy and procedures including **Child Protection and Safeguarding, Positive Handling (restraint) and Health and Safety**.

Team and multi-disciplinary team working

1. Act in accordance with the school's spiritual, moral, social and cultural agenda.
2. Work as part of a team and be cooperative and open with colleagues sharing information, seeking advice and assistance and to be able to challenge appropriately.
3. Attend and participate in staff meetings and INSET.
4. Assist in expeditions, outward-bound activities and field trips where appropriate.
5. Carry out any other duties and assignments, working in any area of the school, as required and directed by your line manager and/or the Senior Leadership Team.
6. Take responsibility for your own health and safety and ensure safe and effective working practices for the staff, pupils and people visiting the premises.
7. Contribute to the school's presence and participation in the wider professional community.
8. Design and record marketable opportunities to be shared through the school's newsletter.
9. Contribute to a good standard of practice to keeping the office working area tidy, ensuring confidentiality at all times.