**Pastoral and Attendance Support Officer**

**Fixed Term until Dec 31st 2025**

**Post:** Pastoral Support Officer

**Salary grade:**  Grade F (Term time only + 10 days)

(Full time salary range £28,624 - £31,067,

actual salary approx. £25,152 - £27,298)

**Responsible to:**  Senior Pastoral Leader

**Core Purpose:** To support the Pastoral and Attendance Team in ensuring positive outcomes for all learners, high quality pastoral care and safeguarding of these pupils.

Support the attendance team with attendance calls and home visits.

Support pupils in achieving their full academic potential and develop as well rounded citizens enabling them to progress to post 16 education or employment. Demonstrating the leadership qualities expected of a leader within Whickham School playing a full part in the life of the school community; supporting the school mission and ethos and ensuring staff and pupils follow this example.

The post holder is responsible for the pastoral care and attendance of all pupils including additional support through Behaviour and Inclusion Support.

**Hours of Work**:

* 37 hrs per week. Some flexibility is required around the core hours of 8:15 to 16:15 – you may be required to work any time between 8:00am and 5:00pm (evening meetings and training are in addition to this requirement). Additional hours worked will be deducted from the additional 10 days to the term time only days (this is an inclusive rate that is annualised).
* You will be expected to work all term time days and training days
* Working Days are Monday to Friday

The Pastoral Support Officer will;

* Lead intervention for pupils with regard to behaviour and emotional and social development as part of the Behaviour and Inclusion Support team.
* Lead the Pastoral Support Plan process with a cohort of pupils to improve behaviour for learning, including regular meetings with parents and carers.
* Relentlessly seek to improve the attendance of young people at Whickham School in order to meet targets set by the Headteacher and Governing Body.
* Management and monitoring of late gate and punctuality procedures.
* Ensure that parents/carers understand the importance of education and good parentingby consistently communicating school values and beliefs.
* Use information technology and administration to collate information and maintain records including SIMS and CPOMS in a timely manner
* Undertake telephone calls and home visits to support parents / carers, encourage students to come into school and discuss the link between absence and attainment.
* Attend school and multi agency meetings to support families with the setting of targets and if necessary organise parenting contracts to be completed.
* Support students with individual intervention plans and monitor the process
* Support with transition arrangements for students entering or leaving the Academy.

**Responsibilities**

**1. Build positive relationships with all pupils and their parents/carers where stakeholders are not engaging with the school** through managing an identified case load of pupils (Yr7-11); building a relationship with identified pupils; maintaining good and regular communication with pastoral leaders and the parents/carers of identified pupils; establishing a positive and productive relationship with parents/carers based upon trust and transparency; visiting families at home; ensuring appropriate pastoral staff, achievement team and classroom teachers are aware of individual pupil circumstances; attending meetings between parent/carers and school staff.

**2**. **Ensure all pupils who either display significant behavioural issues or regularly do not meet behavioural expectations are supported in addressing these issues** by supporting the work of the Senior Pastoral Leader within Behavioural Inclusion Support (BIS); leading intervention with individuals and small groups, reporting and analysis of Yr7-11 behavioural data and information; seeking staff and pupil feedback; developing, leading and reviewing relevant improvement plans; providing honest and accurate feedback to pupils, parents or carers and staff; following up concerns in a timely manner; ensuring good communication of issues with Pastoral Leaders and other members of the pastoral team; ensuring detailed documentation of issues, support and impact; support pupils with their learning as directed by the child’s teacher; liaise with teaching staff in planning and adjusting learning activities as appropriate; deliver the resources provided in Behaviour Inclusion Support following the BIS timetable; provide feedback to pupils in relation to academic and behaviour progress made whilst in BIS. Lead on the mentoring and implementation of intervention programmes for pupils with behaviour issues.

**3.** **Ensure strong attendance of pupils** through promotion of good attendance; using school systems to monitor attendance and punctuality; implement attendance and punctuality systems; ensuring all staff record attendance accurately and in a timely manner; engaging with pupils and their parents/carers to address attendance concerns (including phone calls and home visits); setting high attendance expectations. To include specific work with a cohort of persistently absent pupils.

**4**. **Coordinate behaviour and wellbeing support of pupils** by cooperating with staff and outside agencies to ensure pupils receive appropriate support; developing links with parents to ensure coordinated provision and exchange of information; developing pastoral support plans for individual pupils; ensuring staff use behaviour monitoring systems effectively; coordinating the rewards system for your year group; manage and supervise detentions.

**5**. **Support the personal and social development of pupils** through effective mentoring and guidance; effective use of assemblies; participation in enrichment events; providing support and guidance to tutors; supporting and contributing to the citizenship programme.

**6**. **Remove barriers to learning of pupils** through effective assessment of pupils' needs; communicating support requirements to relevant staff and agencies; using strategies to improve participation in school events; monitor the impact of support and adjust where necessary.

**7**. **Mentor and support pupils** through regular communication with pupils, parents and carers; ensure tutors effectively support and mentor pupils in their care; where appropriate refer pupils to external support agencies.

**8**. **Provide day-to-day safeguarding for pupils** through meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder) Date………………………………………………