Plumstead Manor School

# Pastoral Officer
# Job Description

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| **Post** | **Pastoral Officer** |
| **Grade** | Scale 6 |
| **Responsible to** | Head of Year / Assistant Head Teacher Pastoral |
| **Responsible for** | Provide excellence in the daily management and welfare of students, and maintain high standards of discipline and behaviour. |
| **Working hours** | 35 hours per week 39 weeks of the year |

Everyone at Plumstead Manor works to fulfil our **School Plan**.

**Purpose:**

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. Contribute to daily provision of high quality pastoral care focusing on monitoring standards of behaviour, discipline, attendance and punctuality.
3. Contribute to the development of a framework and culture of 'early help' across the school, liaising with other departments and areas of the school such as SEN, EAL and ACE in making sure the school acts quickly to improve outcomes for students.
4. In collaboration with the appropriate Head of Year contribute to student profiling and the assessment of individual needs.
5. Actively contribute to a school ethos founded on success and harmony, promoting excellence and equality for all in a diverse community.
6. Make sure that young people of all abilities and backgrounds fulfil their potential.
7. Engage all young people in interesting and engaging learning.
8. Actively engage parents/carers and build strong home school links.
9. Contribute to partnerships with outside organisations and agencies which positively influence the provision in the school and its reputation and 'brand' within the wider community.
10. Promote a positive ethos across the school based on the school vision and the motto 'success and harmony'.

Members of our Pastoral Manager team are expected to:

- Uphold the school vision and plan.
- Actively support the highest standards and expectations for all learners.
- Work collaboratively with teachers and other colleagues to ensure a high quality pastoral care for all students.
- Maintain high standards of discipline and behaviour.
- Contribute to the diagnostic profiling of students which underpins our personalised approach to meeting their needs.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

## Raising Aspirations, Securing Success

1. Actively contribute to the implementation and realisation of the School Plan setting the highest possible expectations in all aspects of school life.
2. Support a culture of high expectations, focusing on the implementation of school standards and codes about uniform, behaviour, attendance and punctuality.
3. Closely monitor attendance, punctuality and behaviour across a particular cohort of Students, implementing school procedures and putting in place interventions which support the wider welfare and achievement of students (including assisting with the completion and monitoring of PSPs).
4. Monitor the day to day behaviour of students across a particular cohort, working in a multidisciplinary way with other aspects of pastoral care, safeguarding and inclusion.
5. Liaise with other departments in the school as well as outside agencies to ensure a tailored programme of support is provided, including attendance at multidisciplinary forums such as TAC and PEP meetings as required.
6. Supervise independent study periods before and after school to ensure that students make effective use of their time.
7. Provide guidance and advice to students about the progression onto the next phase of their education and training.
8. Proactively support students in taking these next steps - accessing information, completing applications, organizing visits.

## Challenge and Creativity

9. Provide high quality pastoral care which is personalised and empathetic to the needs of individual students.
10. Embed the qualities that are central to cultivating success and high achievement at Plumstead Manor: creativity, collaboration, resilience, discipline, imagination, curiosity, and tolerance.
11. Support the accuracy and rigour of information provided in helping track and assess the welfare of students.
12. Make creative use of a range of new technologies to support and develop the quality of learning.

## Cultivating Harmony and Respect

13. Build high quality relationships with students and parents/carers.
14. Contribute to the maintenance of good discipline and standards of behaviour around the school, arranging sanctions in line with the school behaviour policy and code.
15. Support the relevant Heads of Year in following up on behaviour incidents and maintaining high standards of discipline across a cohort of students.
16. Supervise student detentions after school in support of the school's behaviour policy, codes and framework.
17. Provide restorative mediation for students and groups of students.
18. Develop and monitor pastoral support programmes for individual students which meet their needs, and liaise with other colleagues and outside agencies to ensure the highest quality support is in place.
19. Promote a culture of high expectations, including adherence to school rules, and support other colleagues in following up and enforcing these rules.
20. Consistently follow school policies and practices and maximise expectations and aspirations for all.
21. Participate in the school's appraisal and performance management procedure.
22. Engage proactively in your own professional development.
23. Contribute to the ongoing support and professional development of other colleagues.
24. Carry out one break duty per week.
25. Ensure the guidance of Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
26. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher.

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Plumstead Manor School

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# Person Specification

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| **Responsible to** | Head of Year / Assistant Head Teacher Pastoral |
| **Responsible for** | Provide excellence in the daily management and welfare of students, and maintain high standards of discipline and behaviour. |
| **Working hours** | As indicated by T&Cs |

All staff at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

**Selection Criteria**

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| **Training Qualifications and Experience** | Candidates must demonstrate that they have:<br>• Level 2 in English and Maths (or equivalent).<br>• A qualification suitable for the post, relating to education, social work, mediation, and/or youth work is desirable<br>• Level 3 qualifications and/or a degree are *desirable*.<br>• Experience of working with young people in Key Stage 3, 4 or 5.<br>• Competence in using ICT. |
| **Personal, Professional Qualities and Attributes** | Candidates should demonstrate that they<br>• can support the Head Teacher in fulfilling the School Vision and Plan.<br>• have the ability to work in partnership with other members of a team.<br>• through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony.<br>• Ability to lead other people, to build a team and to hold others to account.<br>• have highly tuned organizational skills.<br>• can communicate clearly and precisely.<br>• can work collaboratively with others;<br>• seek and act on feedback from others.<br>• communicate effectively with, and command the confidence and respect of students and parents/carers. |
| **Professional Knowledge and Understanding** | Candidates should demonstrate that they:<br>• can relate sensitively and have empathy for young people.<br>• Understand the dynamics of working in a secondary school.<br>• know good practice in meeting the needs of young people, particularly those who may be vulnerable and/or challenging.<br>• know and understand principles and practice of educational inclusion, diversity and access. |

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