Pastoral Support Officer

As a Catholic school, all staff work with the Headteacher and the Governors in realising the educational Mission of the Church which is reflected in the school's vision statement, its SEF and the school development plan.

As a Pastoral Support Officer, you will share responsibility for the pastoral ethos, management and development of the school.

Job details:

Grade:	6
Hours:	35 hours a week (8:00am – 3:30pm), Term Time Only, Pro Rota
Responsible to:	Member of SLT
Location:	Progress Leaders Office

All members of support staff are involved in Performance Management and Pay Review.

Duties

- Liaise with Progress Leaders to identify vulnerable students in need of pastoral intervention. The job holder needs to use their own judgement and experience to discuss any problems with parents, tutors and other agencies.
- Work and liaise with internal and external agencies as and when required to ensure that appropriate channels are available to students and parents.
- Deal with day-to-day student issues, providing emotional and practical support as appropriate for students and their parents where relevant and referring more serious incidents to Progress Leaders and Senior Leadership Team.
- Liaise with Progress Leaders and Attendance Officer and make calls to parents / carers
- Ensure pastoral systems and procedures are followed.
- Take accurate witness statements in an investigation and summarise findings.
- Maintain pastoral referrals paperwork up to date and other relevant admin tasks.
- Occasionally drive students to various local destinations.
- Provide general administrative and resource support for the Progress leaders as required; this could include research, display/preparation of documents and communication with parents.
- Take minutes for Progress Leaders in meetings with parents / agencies.
- Collect students following incidents, get their statements and pass on information to Progress Leaders.
- Ensure a tidy and well-presented working environment within the Pastoral team facilities.
- Assist with the first aid/medical provision.
- Assist the pastoral team with the organisation of reward assemblies, reward trips and reward hours.
- Support with safeguarding responsibilities.
- Ensure the Tutor Team Power Points are updated weekly for each year group with relevant notices and the relevant resources, for example numeracy and literacy resources.

Safeguarding Responsibilities:

- Be keenly aware of the responsibility for safeguarding children (KCSIE, 2026)
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Safeguarding responsibilities including working under the direction of the Designated Safeguarding Lead and Deputies to promote all aspects of child protection
- Ensuring accessibility to students, parents and staff regarding concerns about any aspect of safeguarding.
- Understand and implement the school Policy and Procedures on Safeguarding.
- Provide appropriate liaison with outside agencies as required.
- To take responsibility of ensuring that all students on the safeguarding register are either in school or absence accounted for by 9:30am every day.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients where appropriate. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.