



Job Description

Post Title:	Pastoral Officer
Salary:	H4 plus Fringe Allowance
Hours:	32.5 hours per week (term time plus 2 weeks) 8.30am-3.30pm, 5 days per week, ½ hour unpaid lunch break
Responsible to:	Deputy Head

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically.

MAIN (CORE) DUTIES

To administer the school systems for behaviour in Key Stages 3 & 4 (rewards and consequences) and to support the pastoral team in monitoring, recording and administration of the pastoral systems in the school, including:

- To administer the central rewards and consequences system
- To analyse proactively behaviour data across Key Stages 3 & 4, identifying and flagging trends with middle and senior leaders as required, helping to evaluate the success of the behaviour systems on an ongoing basis and make recommendations for improvement or interventions as required
- To monitor which students are entitled to rewards for good behaviour and initiate the production of certificates and other rewards as required
- To provide support to the Deputy Headteacher and Heads of Year in organising the termly rewards nights and annual rewards trip, including identifying those students who qualify
- To act as a central source of expertise for queries from teachers about the school's behaviour systems
- To monitor proactively the quality of behaviour reporting on Arbor and address issues as required
- To establish productive relationships with Key Stage 3 & 4 students, encouraging them to take responsibility for their behaviour
- To ensure that students are efficiently 'booked in' for detentions, their attendance is accurately recorded and followed-up
- To administer the internal isolation system, ensuring that students are efficiently 'booked in', all paperwork is prepared and completed and work is provided by staff
- To notify parents/carers of rewards evenings, detentions and internal isolations, and act as a point of contact as required and establish constructive relationships with them in order to encourage their support for their child's behaviour
- To facilitate collection of work for students who are excluded
- To provide administrative support for Heads of Year and SLT in relation to behaviour management
- To provide behaviour reports and other support for DESC outreach workers
- To issue standards cards and monitor their effective use
- Undertake other administrative tasks under the reasonable direction of the SLT line-manager as are commensurate with the grade of the post

PROFESSIONAL STANDARDS

- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance

- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner
- Attend team and staff meetings as appropriate, contributing actively whenever possible

ADDITIONAL DUTIES

- To play a full part in the life of the school community, to support its distinctive mission and ethos

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher

Person Specification

The Governors are looking for an exceptional support staff member to play their part in driving and shaping the future of Ashlyns School. Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- excellent pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

	Essential	Desirable
Qualifications		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Excellent ICT skills - proficient use of spreadsheets, word processing, database and presentation packages	X	
Experience		
4. Experience of running effective administrative systems	X	
5. Experience of using a School Information Management System (e.g Arbor)		
6. Working in a similar level role with children, young people, parents and families preferably within an education context		X
7. Working as a part of a team, as well as on your own initiative		X
Knowledge		
8. Needs of young people	X	
9. Understanding of relevant policies/codes of practice		X
10. Safeguarding		X
11. Equal opportunities		X
12. Demonstrate an understanding of issues linked to confidentiality	X	
Skills		
13. Ability to relate well to young people and adults	X	
14. Good organisational and prioritisation skills - ability to meet deadlines	X	
15. Liaise and communicate effectively with others		
16. Ability to build excellent, professional relationships with students, staff and parents/carers	X	
17. Excellent written and verbal communication skills	X	
18. Strong data analysis skills	X	
19. An excellent telephone manner, being able to adapt responses according to the requirements and humour of the caller	X	
Personal Qualities		
20. Calm, resilient and capable of dealing with emotive situations in a professional way	X	
21. Good sense of humour	X	
22. A good team player; flexible and adaptable	X	
23. Proactive, using initiative and imagination to solve problems	X	