






Job Description

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| Post | Pastoral Support Officer |
| Pay Scale | Grade 4 SCP 7 |

This post is subject to Support Staff Pay and Conditions. The post holder is expected to uphold the Professional Standards.

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|  High Standards | <ul style="list-style-type: none"> • Set high expectations for students • Support students to develop their knowledge • Support students in Literacy and Numeracy skills • Make and contribute to the school ethos • Support students in and out of the classroom |
|  Daring to Dream | <ul style="list-style-type: none"> • Support students to have high aspirations • Support students to love learning • Support students learning opportunities, beyond the classroom • Set students challenging targets • Ensure Key Working is effective and aspirational • Be a successful role model for students |
|  Traditional Values | <ul style="list-style-type: none"> • Support students to learn in a safe environment • Generate positive attitudes and behaviours • Support students to be responsible for their learning • Demonstrate a firm but fair approach to students • Deal with behaviour in line with school policies • Lead by example by having excellent attendance • Treat others with dignity and respect |
|  Success | <ul style="list-style-type: none"> • Support outstanding attainment and progress • Provide cover for classes when required • Share success with students • Praise the achievement of students • Understand how you contribute to student outcomes • Effectively safeguard students |
|  Personalised Support | <ul style="list-style-type: none"> • Support in the differentiation of in class material • Plan, lead and record weekly key work sessions • Be aware of how students learn and difficulties they might have • Be aware of how to cater for PP, SEN, EAL students • Demonstrate positive relationships with students • Be the key point of contact for parents • Communicate with parents regularly |



Personal Specification

| Skills | Assessed |
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| Qualifications <ul style="list-style-type: none"> English and Maths GCSE (C or above/Grade 4 or above) Relevant qualification in supporting learning | AF AF |
| Experience <ul style="list-style-type: none"> Evidence of working successfully with young people who have challenging behaviour Evidence of supporting young people in a learning environment Attended courses that can aid the development of young people (for example counselling, mentoring) Demonstrate your ability to overcome a difficulty | I, R AF AF AF |
| Knowledge <ul style="list-style-type: none"> To understand young people with challenging behaviour Be able to apply the schools polices effectively Understanding of working in a setting to educate young people Understand how to support a young person in and out of the classroom Understands how to effectively safeguard youngpeople | O AF, R AF O R |
| Leadership <ul style="list-style-type: none"> Has high standards and expectations of yourself Set high standards for others Is a motivator of others Can inspire young people to dream big Is an effective team player Has integrity and accountability Has excellent intra/interpersonal skills Does not shy away from a challenge Is able to de-escalate situations with students | AF O O I I I, R I I, R I, R |
| Supporting Learning and Teaching <ul style="list-style-type: none"> Excellent Literacy and Numeracy skills Strong communicator Can work with young people in a range of settings Can form outstanding relationships with young people Has excellent time management and organisational skills Strives to drive achievement and standards Is resilient and possess an excellent sense of humour Will embed the school ethos into all aspects of school life | AF I O O I, R I O R I |

AF – Application Form, I – Interview, O – Observation, R – Reference

