



QEGSMAT

Pastoral Officer

Chellaston Academy

Required to work 37 hours per week 41 weeks per year

Fixed Term Contract until 31st August 2022

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff at Chellaston Academy, providing a professional frontline service to students, parents and visitors.

We have a fixed term vacancy for a Pastoral Officer who will be responsible for assisting the Student Progress Leader with the pastoral and academic overview of their year group.

Additionally, the successful candidate will lead and manage student behaviour day to day, in line with the School Behaviour Policy, alongside ensuring the attendance is monitored and promoted across the year group, reporting any issues to the Attendance Officer.

This is a newly created yet pivotal role within our Academy and will require making referrals to the pastoral support staff and external agencies as and when required, including safeguarding concerns.

The successful candidates will have:

- Experience of working in an educational setting and have experience of working with children on a 1:1 basis
- Have good organisational skills
- Be confident in dealing with children's challenging behaviour
- Have good team work and interpersonal skills
- GCSE grade C or equivalent in Maths and English

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

The application process:

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: www.chellaston.derby.sch.uk

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: 21st October 2021

Interview date: To be confirmed

Salary: Scale 5 £22,183 - £24,491 FTE (pro rata £19,701- £21,751)

Start date: As soon as possible



JOB DESCRIPTION

Post Title:	Pastoral Officer
Responsible to:	Student Progress Leader
Scale:	Scale 5
Weeks Per Annum:	41 weeks
Post Objectives:	<p>Pastoral Officers are responsible for assisting the Student Progress Leader with the pastoral and academic overview of their year group. They will also support the Care and Guidance Team to ensure the safeguarding of all students. They need to be role models in terms of conduct, dress and professionalism and in the way colleagues and students are treated. This should be with respect and courtesy. Pastoral Officers are expected to support the Academy's ethos and values at all times and will liaise closely with the Student Progress Leader and Deputy Head Teacher responsible for pastoral matters.</p>

DUTIES AND RESPONSIBILITIES

- Assist the Student Progress Leader on the implementation of the School Behaviour Policy in relation to an assigned year group.
- Assist the Student Progress Leader to monitor student attendance across the year group in liaison with the tutors and report any issues to the Attendance Officer.
- Ensure attendance is promoted in tutor time and assemblies.
- Make appropriate referrals to Pastoral Support staff and external agencies as and when required, including safeguarding concerns.
- Participate fully in the student referral process, providing evidence-based recommendations on appropriate provision.
- Assist the Student Progress Leader to monitor the use of data for student tracking and intervention processes.
- Facilitate discussions with students about their work and their welfare.
- Hold regular meetings to track student progress and devise interventions as required.
- Assist the Student Progress Leader to lead a team of tutors and support tutors when necessary.
- Ensure that updated and effective information for students is available, circulated and used by tutors.

Academic

- Monitor and evaluate achievement standards for a year group and implement and monitor intervention strategies where appropriate.
- Focus upon raising achievement for all students.

Pastoral/Disciplinary

- Liaise with relevant Student Progress Leader to oversee smooth student transition across years.
- Resolve behaviour issues.
- Participate in 'duty' responsibilities, supervising students at break and lunch times.
- Support the implementation of the Academy attendance strategy and ensure tutors fully implement relevant procedures.
- Support the implementation of the Academy rewards system.
- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; attend reintegration meetings; arrange sanctions where appropriate; communicate with parents;
- Attend regular meetings with the Pastoral Team
- Support the Student Progress Leader to manage and lead a team of tutors meeting with them both formally and informally on a regular basis in order to coordinate their work
- Support the tutors by rewarding, counselling and disciplining students as and when appropriate.

Other Responsibilities

- Liaise with the Careers staff in relation to external events and student career progression
- Have an ambitious vision for the Academy and set high standards for quality and performance, demonstrating at all times high expectations and ambition for all students.
- Foster good working relationships with parents/carers and the wider community.
- This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

METHODS OF WORKING

The post holder must:

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required
- Adhere to all internal and external deadlines
- Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms



PERSON SPECIFICATION

PASTORAL OFFICER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum level 3 standard • GCSE in Maths and English grade C or equivalent 	<ul style="list-style-type: none"> • Relevant teaching support qualification
SKILLS	<ul style="list-style-type: none"> • Ability to use management and organisational skills to provide an efficient service • Ability to prioritise time and tasks to meet deadlines • Ability to work independently and use initiative • Passionate about inclusion and making a difference for our young people • Confident and able to deal with challenging behaviour • Ability to de-escalate situations • Good team work and interpersonal skills, being able to work and liaise with a large team of staff • Ability to work through set tasks on a 1:1 basis with children • Computer skills including excel, outlook, word, and use of databases 	<ul style="list-style-type: none"> • Mentoring skills • Ability to use the SIMS database
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in an educational context • Experience of working with children on a 1:1 basis 	<ul style="list-style-type: none"> • Experience of working with children with challenging behaviour, particularly

		younger children (age 11-16 years)
QUALITIES	<ul style="list-style-type: none">• Calm and patient• Hardworking and committed	

Print Name:	
Signed:	Date: