



## Job Description

# Pastoral Support Officer

**Responsible to:** Deputy Headteacher Pastoral  
**Salary Grade:** Scale 5, Points 9-12  
**Full time/Part time:** 37 hours per week, 40 weeks

### Job Purpose

To support and complement the pastoral system of the school.

### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### Key Responsibilities

- Provide care, guidance and support, as appropriate.
- Support the mid year admissions process.
- Supervise students in our Internal Exclusion Room as required.
- Assist the Pastoral Team in informing colleagues when appropriate about social or behavioural issues or changes affecting students.
- Provide general administration support and cover for colleagues, as necessary.
- Supervise and support students with managing their return to full time, classroom based education, including learning supervision as required.
- Liaise with teaching staff, as appropriate.
- Deliver small interventions to support students' emotional and mental health, attendance or behaviour.
- Support student attendance through daily calls, minibus collection and other strategies employed.
- Support the Assistant Headteacher (safeguarding) with the provision and oversight of students with longer term safeguarding needs who are under social care or on the edge of social care.
- To attend senior panel and year panels as required.
- Staff and Pupil Support duties.

**GREATER THAN THE SUM OF ITS PARTS**



## **General**

- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy.
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

**GREATER THAN THE SUM OF ITS PARTS**