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**Job Description**

**Pastoral Lead Officer**

The post-holder reports to the Headteacher or relevant member(s) of the Senior Leadership Team. Apart from team members, the main contacts of the job are: pupils and their parents/carers; Headteacher and the staff of school; services and agencies from within and outside the locality.

**Main purpose of the post:**

* To lead the Pastoral Support Team and ensure that processes and systems are in place to support all learners in school throughout the school day, and to positively contribute to their social, emotional and mental wellbeing
* To work as a member of the SLT and contribute to the achievement of the school
* To contribute to the delivery of high quality pastoral and education provision to young people supported by the school

**Main Duties and Responsibilities:**

1. To be a member of, and contribute to, the Senior Leadership Team, and implement school wide systems for pastoral support.
2. To arrange and attend home visits and develop excellent relationships with pupils and their families.
3. To lead, implement and deliver strategies and targeted interventions across the school.
4. To respond to all queries from a wide range of people in an efficient and courteous manner
5. To provide information and support to young people and their parents/carers, enabling them to fully access all available services
6. To provide accurate and timely information, advice and guidance to students and their families to ensure appropriate levels of achievement and progression pathways
7. To signpost service users to relevant services or pass the content of enquires to appropriate colleagues where necessary
8. To build and maintain strong professional relationships with a range of partners
9. To attend and, when required, to convene multi-agency meetings as necessary
10. To liaise with partners and providers to develop appropriate personalised education programmes for individuals with complex needs
11. To support student transitions between schools along with colleagues and other agencies
12. To report, verbally and/or in writing as required to the Headteacher and SLT
13. As the leader of the Pastoral Team to develop and maintain effective office and project systems in a busy environment
14. To use initiative and good time-management skills to organise own workload under the supervision of the Headteacher.
15. To ensure accuracy and confidentiality of information produced within and used by the service
16. To manage and attend home visits and to support children and their families with outreach work

**Youth Engagement Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Child safety recruitment procedures operate and appointment is subject to satisfactory references, enhanced DBS, qualifications check and all other relevant employment checks.**

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**Pastoral Lead Officer**

**Person Specification**

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|  | **For this job we are looking for the following essential elements:** | **A** | **I** | **P** |
| **1** | Experience, knowledge and understanding of appropriate current relevant policy and guidance documents including the Safeguarding, Child Protection, Exclusions, Children Acts, Education Matters etc. or evidence of a willingness and ability to absorb complex information and learn quickly. | **** | **** |  |
| **2** | Excellent oral and written communication skills and the ability to interpret and articulate complex information at all levels. | **** |  |  |
| **3** | Demonstrable problem solving, decision making, influencing and analytical skills. |  | **** |  |
| **4** | Experience of working openly and collaboratively with multi agency colleagues and professionals and an understanding of the issues around confidentiality. |  | **** |  |
| **5** | Excellent presentation and facilitation skills for meetings with individuals and groups. |  | **** |  |
| **6** | Demonstrable ability to deal calmly with confrontation and to recognise and clarify misunderstandings. | **** | **** |  |
| **7** | Strong IT skills including word processing and database use. | **** |  |  |
| **8** | Ability to plan, prioritise and organise own work efficiently and effectively in order to meet deadlines. | **** | **** |  |
| **9** | Ability to manage a range of tasks and multiple priorities with confidence. |  | **** |  |
| **10** | Ability and willingness to drive to a range of settings across the city and beyond. | **** |  |  |
|  | Personal Style and Behaviour |  |  |  |
| **11** | A passionate champion of improving outcomes for children and young people, and a positive attitude and personal commitment to young people’s development, education and attainment. | **** |  |  |
| **12** | Tact and diplomacy in all interpersonal relationships with the public and colleagues. | **** |  |  |
| **13** | Ability to establish and maintain positive relationships that generate confidence and respect. | **** |  |  |
| **14** | Self-motivation and personal drive to complete tasks to required timescales and quality standards with an appropriate awareness of confidentiality. | **** | **** |  |
| **15** | Ongoing commitment to inclusive education practices and equality of opportunity. | **** |  |  |
| **16** | The flexibility to adapt to changing workload demands and new organisational challenges. | **** |  |  |
| **17** | Drive, tenacity and an ability to maintain focus, objectivity and sound judgement under complex conditions to achieve desired outcomes. | **** | **** |  |
| **18** | Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of Service Users. | **** |  |  |
| **19** | Personal commitment to continuous self and service development. | **** |  |  |
| **20** | Team player with positive attitude and the ability to inspire and motivate. | **** |  |  |
| **21** | A positive commitment to the implementation of Equal Opportunities through all aspects of work. | **** |  |  |
| **22** | Willingness to comply with all School policies. | **** |  |  |
| **23** | Willingness to apply for an enhanced disclosure check | **** |  |  |

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