

Post Title: Key Stage Pastoral Support Officer

Grade: SO1

Responsible to: Assistant Headteacher and Heads of year in a key stage team (tbc)

Main Responsibilities

To work with and support the Heads of year and leadership team in regards to providing pastoral support. Ensuring the highest expectations of learning and behaviour around the school within a caring, supportive and safe environment.

Student focus:

1. To provide mental health first aid.
2. Frontline of de-escalating student's behaviour and emotions.
3. To work with Heads of Year and Designated Safeguarding Lead on all safeguarding matters.
4. To ensure high standards of uniform and conduct are adhered to by students and to take action where needed / directed by HOY or SLT. Ensure effective communication with parents and staff on these issues.
5. To carry out reconciliation and restorative meetings between students.
6. Help ensure the attendance of students in any whole school sanctions.
7. Provide a high level of support to students and staff in all matters relating to student wellbeing behaviour.
8. Be a presence around the school at key times including break and lunch time when needed.
9. To work with the HOY to monitor student attendance and interventions to ensure excellent attendance.
10. To monitor and review student's Pastoral Support Plans and organise review meetings for HOYs.
11. Supervise students writing statements following behaviour incidents when needed.

Key stage specific roles

Key stage 3	Key stage 4
<ul style="list-style-type: none">• Support KS2 to KS3 transition process• Support the KS4 pastoral assistant in the first term of year 9 to ensure a seamless transition to KS4	<ul style="list-style-type: none">• Work with the KS4 pastoral assistant and HOY (yr9) in the first term of year 9.• Take over primary role of Pastoral Assistant for students in year 9 from January to support transition to KS4.• Monitor HW and revision and take action where directed by HOY / SLT to improve HW and therefore progress.• Help ensure attendance of students in extra classes outside of lesson time.• Assist the 6th form team as needed to support transition to KS5.• Work with external providers and the 6th form team in order to facilitate transition to college places for students for whom HWS is not likely to have suitable courses available.

Admissions and engagement:

1. To work with the relevant SLT in charge of Admissions and the relevant HOY to facilitate newly assigned admissions.
2. To liaise with incoming schools; to gather references and communicate these to the relevant SLT and allocated Head of Year.
3. To make initial contact with prospective parents and external agencies if needed, to make the admissions appointment with allocated Head of Year.
4. To prepare the admissions pack for allocated Head of Year.
5. To lead admissions meeting (with Head of Year if needed) and organise purchasing of uniform.
6. To input all information on SIMS regarding the new student.
7. To work with Head of Year and tutors regarding the transition and integration of new students into Highgate Wood School.
8. Support the transition from KS2 to 3 or KS3 to 4 in liaison with the relevant SLT and HOYs.
9. To assist the HOY in ensuring attendance and engagement in parent's evening.
10. To improve parent's engagement with school systems of communication and reporting.

Management Information Systems:

1. To monitor and keep up to date the issuing of time out / uniform and other passes and record in SIMS as needed.
2. To draft and produce confidential correspondence including letters, complex reports, including those for outside agencies
3. Provide administrative support, e.g. filing and creating student files, emailing, completing standard forms, responding to correspondence in relation to the role directed by the Heads of Year.
4. Responsible for the diary management for heads of year, including inputting teaching timetable, appointments etc.
5. Liaising with external persons (parents, social workers, Local Authorities etc.,) in relation to organising appointments for the heads of year.
6. Supporting the preparation of students files for exclusions as is required.

Other Responsibilities

1. To perform basic First Aid as required.
2. Building positive working relationships with all staff to enable all to work to best capacity.
3. Performing any other duties commensurate with the grades as and when required by the line-manager or Head Teacher.
4. Attend and participate in regular meetings as and when required.
5. Participate in training and other learning activities and performance development as required.