

Post Title: Key Stage 3 Pastoral Support Officer

Grade: SO1

Responsible to: Assistant Headteacher and Heads of Year

Main Responsibilities

To work with and support the Heads of Year (HoY) and Senior Leadership Team in providing pastoral support and ensuring the highest expectations of learning and behaviour around the school within a caring, supportive and safe environment.

Student Focus

- To provide mental health first aid
- To frontline of deescalating students' behaviour and emotions
- To work with Heads of Year and the Designated Safeguarding Lead on all safeguarding matters
- To ensure high standards of uniform and conduct are adhered to by students and to act where needed/directed by HoY or SLT.
- To carry out reconciliation and restorative meetings between students
- To help ensure the attendance of students in any whole school sanctions
- To provide a high level of support to students and staff in all matters relating to student wellbeing behaviour
- To be a presence around the school at key times including break and lunch time when needed
- To work with the HoY to monitor student attendance and interventions to ensure excellent attendance
- To monitor and review students' Pastoral Support Plans and organise review meetings for HoYs
- To supervise students writing statements following behaviour incidents when needed
- To support the Key Stage 2 to Key Stage 3 transition process
- To support the Key Stage 4 Pastoral Support Officer in the first term of Year 9 to ensure a seamless transition to Key Stage 4

Admissions and Engagement

- To work with the relevant SLT in charge of Admissions and the relevant HoY to facilitate newly assigned admissions
- To liaise with incoming schools in order to gather references and communicate these to the relevant SLT and allocated HoY
- To make initial contact with prospective parents and external agencies if needed and to make the admissions appointment with allocated HoY
- To prepare the admissions pack for allocated HoY
- To lead admissions meeting (with HoY if needed) and organise purchasing of uniform
- To input all information on SIMS regarding the new student
- To work with HoY and tutors regarding the transition and integration of new students into Highgate Wood School
- To support the transition from KS2 to 3 or KS3 to 4 in liaison with the relevant SLT and HOYs
- To assist the HoY in ensuring attendance and engagement in parents' evening
- To improve parents' engagement with school systems of communication and reporting

Management Information Systems

- To monitor and keep up to date the issuing of time out/uniform and other passes and record in SIMS as needed
- To draft and produce confidential correspondence including letters and complex reports (including those for outside agencies)
- To 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 HoYs
- To liaise with external persons (parents, social workers, Local Authorities etc.) in relation to organising appointments for the HoYs
- To support the preparation of student's files for exclusions as is required

Other Responsibilities

- To perform basic First Aid as required
- To build positive working relationships with all staff to enable all to work to best capacity
- To perform any other duties commensurate with the grades as and when required by the line-manager or Head Teacher
- To attend and participate in regular meetings as and when required
- To participate in training and other learning activities and performance development as required