



## **JOB DESCRIPTION – Learning and Pastoral Support Officer**

Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Purpose**

1. To contribute effectively to the management of the KS3 or KS4 pastoral care and to the achievement of the school's values and beliefs
2. To uphold the vision and aims of the school
3. To work co-operatively with and in support of all adults in the school
4. To work with all students in a courteous, caring and responsible manner at all times
5. To work with visitors to the school in such a way that it enhances the reputation of the school
6. To present oneself in an appropriate manner so that it upholds the values of the school

<b>Responsible to:</b>	Assistant Headteacher i/c of Behaviour and Welfare and Assistant Headteacher i/c of Attendance.
<b>Liaising with:</b>	Headteacher, Deputy Headteacher, Assistant Headteachers, Primary School Headteachers/Staff; Heads of Year, Form Tutors, Subject Teachers, External Agencies.
<b>Salary Scale:</b>	<b>G6 £20,717 to £23,935 pro rata</b> (actual salary in region of £17,397 to £20,579 dependent upon continuous Wigan Council experience)
<b>Hours:</b>	Full Time (37 hrs per week) Term Time + 1 Week

### **JOB DESCRIPTION**

#### **1. Focus of the Role:**

The postholder will:

- be an active member of the Pastoral Team
- provide cover for the IE Manager when required.

Provide support for students by:

- Monitoring and evaluating appropriate strategies for KS3/KS4 student progress tracking, target setting and mentoring.
- Providing effective care and guidance for students, including for those with SEND, Child Protection issues and Looked after Children.
- Contributing to curriculum provision issues related to a particular Key stage e.g. Options, Work Related Learning, and Induction.
- Monitoring punctuality and attendance, liaising with Form Tutors and assisting with interviewing persistent poor attenders and their parents, to encourage co-operation and support.
- Developing and maintaining positive relations with parents, fostering an open door culture to encourage active involvement in their children's education.
- Upholding and promoting positive behaviour for learning and dealing with issues arising swiftly and effectively, liaising with the wider pastoral team where relevant.
- Liaising with outside agencies to ensure best provision for students, including compiling reports when required.
- Overseeing relevant administrative details relating to allocated student groups.
- Liaising with relevant internal and external staff, to contribute to the effective KS2-3 transfer and the induction of Year 7 or KS4 – Post 16 transfer.
- Being available for students throughout the day, especially lunchtimes and after school.

- Using the school's reward system effectively and monitoring students' progress, celebrating achievements using assemblies, class visits and parental contact.
- Ensuring students' safety at all times, in and out of the classroom.
- Supervising students during break and lunchtimes.
- Leading assemblies focused on particular themes and issues to ensure a breadth of suitable experience and exposure to contemporary life.
- Enabling students to be included in all aspects of school life.

Provide support for teachers by:

- To liaise with teachers and departments in relation to behaviour and learning of individual and groups of students.
- To promote team work in order to ensure effective working relationships.
- To be responsible for parental contact in relation to persistent student behaviour and barriers to learning.
- To monitor, evaluate and review the effectiveness and achievement of learning in the Key Stage.
- Assisting with home school liaison.
- Managing student behaviour around the school.
- Managing relevant Parents' Evenings, as agreed with the relevant senior staff.

Provide support for the school by:

- Taking the lead on all aspects of pastoral care for a year group, monitoring their progress and identifying barriers to learning and where intervention maybe appropriate.
- Supporting the educational aims and objectives of the school's beliefs and values and to encourage staff and students to follow this example.
- Providing reports relating to student behaviour with detailed actions and proactive solutions.
- Compiling reports for Pastoral Support Plans, Respite placements and Supported Transfers.
- Supporting the establishment and maintenance of positive relations with parents/carers, support agencies and students.
- Attending and contributing to extra-curricular meetings.
- Adhering to, the school's policies and procedures.
- To assist in the production of relevant information as required by the Senior Leadership Team and Governing Body.
- Being aware of confidentiality issues particularly relating to child protection.
- Completing individual training and development and assist in the training of new members of the team.
- Participating in an annual Performance Management Review with mutually agreed targets.
- Upholding policy and practice for equal opportunities and to promote non-discriminatory practices in all aspect of work undertaken.
- Organising and accompanying teaching staff and students on visits, trips and out of school activities.

**2. Quality Assurance:**

- Keep up-to-date with Ofsted criteria and judgements associated with behaviour and welfare and outcomes for students.
- Help to implement quality procedures and modify and improve procedures where required.
- Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.

**3. Management Information and Administration:**

- Develop and maintain effective recording systems that can be used to provide evidence of progress for other staff and parents.
- Provide relevant information as and when required.

**4. Communication:**

- Maintain effective links throughout the school and with parents.
- Communicate and consult with other schools' staff as needed.
- Promote a positive service to both staff and students.
- Communicate and co-operate with internal/external individuals and bodies as appropriate.
- Follow agreed policies for communication within the school.

**5. Marketing and Liaison:**

- Contribute to the development of effective, relevant links with external agencies and with our associated schools.
- Develop information for parents/carers on attendance issues.

**6. Management of Resources:**

- Contribute with other staff to ensure a sharing and effective use of resources to the benefit of the schools and students.
- Advise the Senior Leadership Team of resource needs as and when appropriate.

**7. Other Specific Duties:**

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Westleigh High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect we achieve a great deal. In particular we expect staff to be committed to our aims and to play an active part in our initiatives.

All Job Descriptions at Westleigh High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of these job descriptions is to clarify and sharpen the focus of the role of the postholder. This job description will form part of an annual review to discuss your professional development. This review will be between you and your Line Manager.

**Wigan Council and the School Governing Body are committed to safeguarding and promoting the welfare of children.**

**This post is subject to Enhanced Disclosure procedures.**

