

Post specification Pastoral Support Officer G3

Part time - Fixed term post from 1st September 2024 – 1yr contract with the possibility for it to be extended.

Gade 3 (£22,737 - £23,893 FTE) 30hrs per week (8.00am – 2.30pm) 39 weeks.



Attributes	Essential	Desirable	How Identified
<i>Qualifications</i>	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade C in English and maths 	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience planning and delivering targeted interventions 	Application Certificate
<i>Knowledge, skills and aptitudes</i>	<ul style="list-style-type: none"> Good listening skills Effective written and verbal communication skills Knowledge of the possible interventions to raise attendance Knowledge of the potential barriers to high attendance that pupils may face Ability to tailor interventions to individual pupils Ability to use IT systems and to conduct analysis and produce reports Good knowledge of Excel / Integris (or similar MIS systems) / Word / ParentMail Ability to create good relationships with pupils, staff and parents To be able to accommodate changes to working hours when the role requires it Knowledge of TACs, PSPs, LAC EHAs 	<ul style="list-style-type: none"> Experience identifying interventions to raise attendance of pupils Experience working directly with pupils and parents Experience analysing data and producing reports and identifying key insights Experience working with colleagues and external stakeholders (e.g. from external agencies) 	Application Interview

<i>Personal skills</i>	<ul style="list-style-type: none"> • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion • Courage to take action to protect children from harm • Commitment to continued personal development 	<ul style="list-style-type: none"> • Experience working collaboratively with colleagues 	Application Interview Reference
<i>Special requirements</i>	<ul style="list-style-type: none"> • Willingness to contribute to the extra-curricular provision in school • Willingness to work alongside the lunch team and support during playtimes 		

This job description may be amended at any time in consultation with the postholder and Headteacher.

Last review date: 26/06/2024

Next review date: 26/06/2025

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
