



## Job Description

### Role: Pastoral Support Officer

*This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	St. Francis' College Letchworth
<b>Accountable to:</b>	The Pastoral Support Officer is directly responsible to and supervised by the Deputy Head. However, the Pastoral Support Officer may also receive instructions from the Head, who is responsible for the leadership and management of the College.
<b>Responsible for:</b>	Supporting the well-being and pastoral development of students in the College

#### Overall Purpose of the Job

The Pastoral Support Officer's primary purpose is to work alongside teaching staff, parents and students in the Prep Department, Senior School and Sixth Form; providing 1:1 mentoring and support. The Pastoral Support Officer will work closely with the Pastoral Team of Form Tutors, Heads of Year, College Counsellor, School Nurses, Boarding House, and SLT to support young people. The underpinning value of the work is to ensure that every student achieves their potential through the provision of targeted support and intervention, working with the school's Senior Leadership Team. Under the direction of the Senior Leadership Team, the Pastoral Support Officer will contribute to all aspects of students' well-being and achievement. The role will involve a mixture of dealing with parents, intervention groups, supporting home learning in addition to dealing with any attendance issues. This will involve writing Support Plans and intervening with difficulties around the school in terms of pastoral support.

#### Main Duties and Responsibilities

1. Liaise with Heads of Year and the Senior Leadership Team to ensure students who are identified as being in need of support receive appropriate help.
2. Take part in any relevant meetings to assist with student welfare e.g. review meetings with parents/carers and external agencies.
3. Management of rewards and sanctions for students: suitable and consistent interventions put into place as needed.
4. Liaise with parents where applicable by offering support and advice to parents where necessary and signposting to available services.
5. Feedback and liaison with Teachers, Support Staff, Form Tutors, Heads of Year and the Senior Leadership Team (SLT).
6. Feedback and liaison with Curriculum Leaders, where specific intervention must take place in a particular subject.
7. Mentoring individuals or groups of students. Writing and maintaining Support Plans for specific students.

8. Assist in the daily organisation of logistical matters involving students: parents' evenings, meetings with parents and other agencies.
9. Follow up on safeguarding concerns in line with school policy and practice.
10. Work on school attendance and punctuality as necessary.
11. Support student voice groups
12. Support the pastoral system by undertaking other duties e.g. Intervention planning time, mentoring activities etc.

<b>General</b>
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The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of students in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the Bursar.

**Person Specification**  
**Role: Pastoral Support Officer**

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Relevant professional education</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Courses relevant to mentoring and student support, e.g. Mental Health First Aid</li> <li>• Relevant CPD training</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Able to engage with young people and form appropriate relationships.</li> <li>• Ability to work independently and collaboratively within a team.</li> <li>• The ability to work empathetically in a non-judgemental environment.</li> <li>• Organised with effective planning and time management skills.</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to manage challenging conversations with stakeholders</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Relevant experience of working with young people.</li> <li>• Experience of working with complex cases.</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with students in a single-sex girls' school.</li> <li>• Experience of working in the independent education sector.</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of key issues affecting young people.</li> <li>• Knowledge and understanding of child development.</li> <li>• Knowledge and understanding of the impact of the therapeutic process.</li> <li>• An understanding of therapeutic interventions and working creatively with young people.</li> <li>• Knowledge of safeguarding and child protection issues and procedures</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of issues disproportionately impacting female students.</li> </ul>
<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Emotional resilience in working with challenging and complex cases.</li> </ul>	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Willingness to contribute to all aspects of College life.</li> </ul>