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**Pastoral Support Officer**

**At Chauncy School**

**(One Year Maternity Cover)**

We are looking for an enthusiastic and creative person who has a strong desire to work with young people at Chauncy School. The ideal candidate will have a flexible approach to a wide range of pastoral responsibilities. The key quality is the ability to forge positive and professional relationships with our students and to inspire and motivate them to achieve their potential at Chauncy. Working as part of an established and experienced team of pastoral staff within the school, the ideal candidate will significantly contribute towards and directly manage some of the following aspects of inclusion at Chauncy:

* **Student Referral**
* **Attendance & Punctuality**
* **Rewards and Sanctions**
* **Internal Withdrawal and Fixed Term Exclusion**
* **Liaison with External Agents**
* **Family Liaison**
* **KS2 – KS3 Moving Up**
* **Post 16 Transition**

Our Pastoral Support Officers work alongside a strong pastoral team that includes a Senior Leader (Pastoral Assistant Headteacher), two Pastoral Support Officers, six Learning Coordinators, a SENCO and a Primary Liaison Teacher.

**Steve Walton (Headteacher)**

**January 2025**

**Pastoral Support Officer**

**Job Description**

The role of Pastoral Support Officer at Chauncy is diverse in nature. Working as a member of the Pastoral Team and reporting to the Pastoral Assistant Headteacher, the Pastoral Support Officer will engage in a variety of duties which will include:

**Student Referral**

* To be responsible for the management of a cohort of students who may be experiencing difficulties regarding their achievement, behaviour, attendance, punctuality, home or social life. The Pastoral Support Officer will meet with referred students and help devise an Individual Behaviour Plan to support improvement.
* To contribute towards collating information and writing Pastoral Support Plans (PSPs), referrals for external support or requests for information from external agencies.
* Contribute to and in many instances be the Lead Professional in the Families First Assessment and Early Help Module process.

**Attendance & Punctuality**

* To contribute to the regular monitoring of student attendance at Chauncy, using the SIMS Lesson Monitor attendance module.
* Meet with each Learning Coordinator to discuss attendance weekly.
* To run 1:1 and small group seminars for groups of students who are at risk due to Persistent Absence.
* To work with Learning Coordinators to create an Attendance Action Plan for students at risk of Persistent Absence.
* To attend Attendance Action Plan Review Meetings with students and parents, where Persistent Absence is recorded.
* To run seminars for groups of students who are at risk due to poor punctuality.
* Attend review meetings with students and parents, where poor punctuality is observed.
* To chair meetings with students and parents where prolonged absence has required the need for a staged integration.

**Rewards and Sanctions**

* Contribute to the smooth running of systems such as Chauncy Awards, the Chauncy House System and the Chauncy Passport as directed by Pastoral Assistant Headteacher.
* Chair student and parent behaviour review meetings, chair reintegration after exclusion meetings and where necessary, new student admission meetings.

**Internal Withdrawal and Fixed Term Exclusion**

* To organise the supervision and collection of work for students who are withdrawn from lessons due to poor behaviour.
* To collect and collate work for students who have been issued with fixed-term exclusions.

**Liaison with External Agents**

* To liaise with a range of external organisations as determined by the Families First Assessment and Early Help Module process.
* To liaise with Rivers Educational Support Centre where student outreach or short-term placement has been initiated.
* To refer and liaise with a wide range of external organisations as determined by student or parental needs. For example CAMHS, SASH, Intensive Family Support, Herts Young Homeless, Future Hope, Hertfordshire Police, Hertfordshire Mental Health Support Team and Children’s Services.
* Coordinate school-organised counselling sessions.

**Family Liaison**

* To assist the Pastoral Team in working with families who are experiencing difficulties with any aspect of home \ school life. This may involve reporting back to parents regularly and arranging meetings or home visits.
* To liaise with families with children who may be joining the school in circumstances that require additional support, or supporting families whose children may be leaving the school and further additional support is required.
* Raise Records of Concern (RoCS) or Special Educational Needs and Disabilities Concerns (SENDC) as appropriate via BehaviourWatch.

**KS2 – KS3 Moving Up**

* To contribute to the annual development, planning and delivery of the ‘Moving Up’ programme at Chauncy. Working with our Primary Liaison Officer, SENCO, Year Seven Learning Coordinator and Pastoral Assistant Headteacher, this successful and popular programme supports KS2 to KS3 transition.

**Post 16 Transition**

* Working with the Year Eleven Learning Coordinator and Assistant Head Pastoral and Head of Sixth Form, provide student support in application and transition to further education, apprenticeship or sixth form, if necessary.

**Pastoral Support Officer**

**Job Details**

**Title:** Pastoral Support Officer (One Year Maternity Cover)

**Hours:** This is a full-time, term-time position. 37 hours per week, (with a required attendance on INSET days).

**Salary:** H7 (£31,067 plus £706 fringe allowance, pro rata)

**Start and end dates:** TBC

**Pastoral Support Officer**

**Application Details**

Please submit a Chauncy School Job Application Form and a letter of application, on no more than one side of A4 addressing the following question:

***As a Pastoral Support Officer, how will you support and promote student achievement at Chauncy School?***

Letters of application must be-mailed to [jobs@chauncy.org.uk](mailto:jobs@chauncy.org.uk) no later than **9.00 am** on **Friday 31st January 2025**.

Interviews will be held in the week commencing **Monday 10th February 2025**.

**Steve Walton (Headteacher)**

**January 2025**