

Bedford High School

A Business and Enterprise College

To Care To Learn To Achieve



Job Description

LEAD PASTORAL GUIDANCE OFFICER

Reporting to:	Headteacher via Deputy Headteacher, Assistant Headteacher and Learning Managers		
Responsible for - Staff	Pastoral Guidance Officers		
Liaising with:	Deputy Headteacher, Pastoral Managers, Heads of Faculty/Department, external agencies, LA Support Services, Parents and Guardians		
Salary:	G8 pro rata	Gauge	
Working pattern:	Full time, term time + 2 weeks		
Working hours:	37 hours per week, core working hours 8.00 am – 4.00 pm		
Contract:	Permanent		
Base	Bedford High School		
Date:	November 2021		
Conditions/Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, medical, relevant qualification certificates and references satisfactory to the school. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.		

Job Purpose:	<p>To manage the development and implementation of the school's pastoral support/care function within the school and to lead and manage the pastoral support team.</p> <p>To manage, monitor and support the overall progress and development of students.</p> <p>To support the personal welfare of all members of the school community. To provide daily monitoring and support of pupil behaviour across Key Stage 3 and 4.</p> <p>To improve the behaviour of students by providing a proactive approach and immediate response to behaviour issues and to monitor and support their overall progress and development.</p> <p>To manage a team to deliver pastoral support to students.</p>
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Job Outline

- To lead and manage the school pastoral care function.
- To develop, implement and monitor appropriate strategies for the pastoral care function within the school and to contribute to the whole school development plan and improvement strategies and processes.
- To be responsible for developing, monitoring and evaluation of appropriate procedures to uphold the pastoral function.

- To mentor and support pupils as appropriate..
- To be responsible for the management, operation and deployment of the pastoral support team.
- To identify, monitor and evaluate vigorous procedures for monitoring and recording student progress, behaviour and attendance.
- To evaluate, monitor and maintain performance data and produce detailed management reports as required.
- To develop, monitor and implement relevant school policies and procedures in relation to the pastoral support function.
- To develop and maintain effective links with partner schools and the community liaising and advising as required.
- To ensure pathways for effective and regular communication with the parents/guardians of students.
- To lead a team of PGO's and make strategic decisions to support the guidance of students at Bedford High School.
- To monitor and make amendments where needed to the break and lunchtime duties of the PGO staff.
- To lead regular and organised communication between PGO's.
- To monitor and help make amendments to systems used by PGO's for supporting behaviour.
- To support the running of, and have in input with, pastoral meetings.
- To plan and deliver workshop sessions covering a range of topics.
- To support and monitor the work of form tutors.
- To provide pastoral support where appropriate and/or to act as a link to relevant agencies.
- To support delivery of assemblies and rewards as necessary.
- To take a lead in managing behaviour and coordinate interventions.
- To deal with behavioural incidents in accordance with School Policy.
- To be available for students in the year group throughout the day.
- To liaise with individual teachers, departments and faculties in relation to behaviour and learning of individuals and groups of students.
- To ensure the smooth running of planned pastoral events.
- To help operate the call-out system.
- To be an exemplary leader in dealings with staff, parents, pupils and outside agencies.
- To report about issues relating to year groups and team at line management meetings.
- To monitor and support pupils in their learning and encourage positive attitudes and behaviour in and around school.
- To track progress of individual and groups of students and maintain records of interventions and meetings.
- To support with Early Help and Behaviour Improvement Plans.
- To assist in transition arrangements at the beginning, during and end of year.
- To liaise with Learning Mentors, Wigan Careers Advisors and outside agencies as necessary including assisting with the preparation of reports of various kinds.
- To encourage students to become more actively involved in school life including charity and community work.
- To attend training that is identified as essential professional development.
- To provide supervision for Inclusion when necessary.
- To support Exam management including pupil absence and behaviour.
- To provide cover for other PGOs taking responsibility for the Year Group in their absence either due to sickness/absence/CPD.
- To provide cover in the absence of a Duty Officer and deal with behaviour issues as appropriate.
- To be responsible for ensuring that all bullying/homophobic/disablist/harassment/racial incidents are logged and appropriate action taken and recorded.
- To analyse bullying/homophobic/disablist/harassment/racial incidents and in liaison with deputy headteacher devise appropriate strategies and interventions to minimise incidents of this nature.
- To attend Hospital in the case of an emergency if parents are not contactable.
- To phone parents and collect pupils for SLT, for detentions, assemblies or interventions.
- To respond to the community and queries and concerns they may have.
- To deal with safeguarding concerns/issues and refer them to the DSL as appropriate.

- To be visibly out on duty before school, every lesson changeover, break times, lunchtimes and at any other times requested by SLT.
- To be responsible for any confiscated items from pupils and contact parents to inform them and to arrange collection. To contact home in the case of uniform violation.
- To deal with sensitive and hardship issues with students and families.
- To attend the transition residential (if attached to transition year) and all PGOs attend reward trips where possible.
- To be First Aid trained, and deal with pupils sent directly to PGO in case of injury/illness. To make judgement/decision as to whether pupil needs monitoring/requires further medical attention/sent home.
- To undertake any duties that might be reasonably requested by the Headteacher.
- To develop, implement and monitor the behaviour management system so that effective learning can take place.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available

To continue personal development in the relevant area

To participate in the staff review and development appraisal process

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken 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.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

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

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification / Selection Criteria Lead Pastoral Guidance Officer

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 11 – 16 In a voluntary or other professional capacity	E		A, I, P
Previous experience of managing staff		D	A, I, R
Has made a significant contribution to a project or initiative (e.g. progression work with partner schools, extra curricular activities)	E		A, I

B. Training and Qualifications

	Essential	Desirable	Source
Degree or equivalent relevant qualification	E		A, I
Management qualification or proven relevant experience		D	A, I
Counselling or Mentoring qualification – level 2		D	A, I
Evidence of participation in regular professional development and further professional study	E		A, I
First aid trained	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Understanding of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Clear understanding of teaching and learning strategies and how these impact on pastoral issues	E		A, I

	Essential	Desirable	Source
Understanding of the main challenges for pupils in the secondary sector		D	A, I
Knowledge of monitoring, evaluation and review processes to positively raise standards	E		A, I
Knowledge of successful behaviour support and mentoring to facilitate effective learning	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the medium term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation	E		A, I
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to support and motivate other team members	E		A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to organise self and others	E		A, I
Ability to deal with minor injuries	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I

Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I