



Job Description

JOB TITLE	Pastoral Team Support Officer (PTSO)
JOB FAMILY	Education Support
PHASE	Secondary
HOURS	37 hours per week - 40 Weeks per year
REPORTING TO	Vice Principal – Making Excellence a Habit

Job Purpose

The PTSO will work across all year groups (Y7-Y11) to provide additional pastoral support and intervention to the Deputy Heads of Year, and Heads of Year. They will also operate as a 'safety net' to step in and operate as a Deputy Head of Year or other members of the pastoral team, if the need arises. They form an essential part of the team that operates to maintain a culture of 'Aspire, Achieve and Respect' in the way that students behave when they are on the school-site.

Duties and Responsibilities

Key responsibilities:

- Promote positive values, attitudes and good student behaviour including addressing students whose behaviour does not meet the expectations within the behaviour policy.
- Be relentless in monitoring the behaviour of students and ensuring that appropriate follow up takes place by all members of staff where misbehaviour, or serious misbehaviour occurs; particularly when students cross red lines.
- Enforce high standards of uniform in students to instil a sense of pride and respect for their school.
- Work alongside other members of the pastoral support team to create and apply intervention strategies for individuals or groups of students to defend and promote the culture of aspire, achieve and respect.
- Provide additional capacity to the 'on call' team throughout the day, patrolling corridors regularly to keep discipline and order, and identifying 'hot spots' within the Academy.
- Support with restoring student behaviour and relationships to the expected standards, helping to create an atmosphere of mutual respect and courtesy in line with the Rights Respecting School agenda.
- Act as a mentor for students who are underachieving in relation to their pastoral support plan targets; this may include academic support or social and emotional support.
- Ensure that students who have restored their behaviour are given the opportunity to continue their learning in the classroom, supporting within this setting where appropriate.



- Where necessary, collect and supervise students in internal exclusion, ensuring that they follow the rules of the internal exclusion room.
- Where appropriate, conduct investigations into student behaviour and work with the pastoral team to restore relationships.
- Log information in the school IT systems in a timely manner including, but not limited to: Class Charts, Provision Map and SIMS.
- Liaise with parents and attend meetings as appropriate, reviewing and updating support plans and Pupil Passports in a timely and routine way.
- Liaise with senior pastoral staff and cascade information to other staff where appropriate.
- Carry out duties such as break, lunch, before and after school as required.
- Act as a 'gatekeeper' to toilets throughout day where required.
- Assist with the administration and escorting of students to alternative exclusions.
- Assist in supporting the welfare and wellbeing of students.
- Provide administrative support for the pastoral support team for specific events e.g. Options evening, parents' evenings, detentions.
- Provide additional capacity for the pastoral support team when there is staff absence or a particular need identified.

Personal Qualities:

- Be committed to the mission of 'transforming life chances' and supporting students and staff to 'Be their Best Self' by promoting and defending the school values of 'Aspire, Achieve and Respect'.
- Be able to build relationships with students, staff and parents to ensure that an ethos of excellent behaviour is maintained and that students acquire the habits to be valuable members of any community.
- Be tenacious in supporting the school ethos of narrating the positives but also not being afraid to enforce the school rules and follow process around this.
- Be accurate in the recording and communication of information.
- Be willing to have a profile around the school which both defends and promotes the 'Aspire, Achieve and Respect' values.
- Be able to support young people to reflect on their behaviour and identify ways to move forward.
- Have high levels of motivation, energy and commitment with a reflective and flexible approach to the role.
- Be a team-player with a good sense of humour.

General School Support

- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work.



- At the discretion of the Senior Leadership Team, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To participate in Employee Development schemes and Professional Growth and contribute to the identification of own development needs.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring



the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

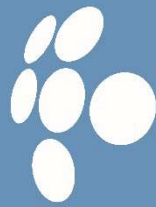
Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Pastoral Team Support Officer

Name:

Signed:

Date: