# Fox Wood School and College

## Job Description: Pastoral Support Officer

Salary: Grade 6

Hours: 37 hours per week, term-time only

Location: Fox Wood School and College with travel across the borough as required

Start Date: as soon as possible

Contract Type: Term Time only

## Purpose of the Role

To provide high-quality pastoral support to pupils and their families, promoting emotional wellbeing, safeguarding, and positive engagement with education. The role involves direct work with families, collaboration with external professionals, and contributing to a whole-school approach to care and inclusion.

## Key Responsibilities

* Provide one-to-one and group support for pupils experiencing emotional, social, or behavioural challenges.
* Act as a key contact for families, offering guidance and signposting to external services.
* Work collaboratively with professionals including social workers, health teams, and educational psychologists.
* Attend and contribute to multi-agency meetings such as Early Help and Child in Need (CIN).
* Support safeguarding procedures, including updating CPOMS and attending safeguarding governor meetings.
* Deliver parent information sessions and contribute to the Leading Parent Partnership Award.
* Assist in publicising school events and preparing newsletters and reports.
* Conduct initial family assessments and support transition planning for students from Key Stage 4 onwards.
* Build effective relationships with local FE colleges, care providers, and delivery partners.
* Maintain accurate records and submit reports electronically as required.
* Promote the school positively with external agencies and families.
* Comply with all school policies, including safeguarding, health and safety, and data protection.
* Attend relevant training and maintain high standards of professional practice.

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| Essential Criteria |
| * Experience working with young people with additional needs and their families.
* Knowledge of safeguarding procedures and escalation processes.
* Level 3 or higher qualification in childcare, social work, counselling, youth work, or education.
* Strong communication and interpersonal skills.
* Ability to build positive relationships with families and professionals.
* Good IT skills, including Microsoft Office.
* Ability to travel independently across the borough (own transport and business insurance required).
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| Desirable Criteria |
| * Knowledge of current childcare and disability legislation.
* Experience supporting families affected by trauma or domestic abuse.
* Training in parenting programs.
* Understanding of emotional wellbeing and therapeutic approaches.
* Knowledge of issues affecting young people, including self-harm and peer violence.
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