

Job Description – King's Academy Ringmer

JOB TITLE	Pastoral Officer - Temporary
GRADE	KGA Pay Scale, Band 5 Points 6 to 9 29.6 hours per week, TTO
RESPONSIBLE TO	Assistant Principal

Your overarching role will be to support the Pastoral team:

- in the welfare and safety of all students
- with a focus on disadvantaged students
- and those who incur multiple inclusion, sanctions or suspensions

The aim of this role is:

- to support SLT in student reintegration
- to support students listed above and manage consequence and sanctions
- safeguard these and other vulnerable students
- encourage a successful return to the classroom
- ensure restorative practice is part of the process
- the administration of school suspensions
- to support an Inclusion Programme which enables students to continue to make effective progress
- manage and oversee behaviour and achievement data for all stakeholders:
 1. linked to KSPL interventions
 2. detentions
 3. report

Main Functions

- To support the welfare of and safeguard vulnerable students
- To liaise with parents to arrange appropriate support and provide updates on the provision provided for identified students.
- To liaise with outside agencies and attend relevant meetings with these agencies.
- To gain student voice for continued work with disadvantaged students and students who incur multiple inclusion and fixed term student sanctions.
- Overseeing the Suspension process and relevant documentation.
- To support the Suspended students - ensuring records are up-to-date to pass on to receiving school and we receive relevant information regarding new students.
- To share key information with relevant members of staff.
- To ensure suspended student records are kept up to date.
- To attend meetings regarding individual students, ensure information is stored securely and shared with appropriate members of staff and professionals. The meetings may include Team Around the Family, Managed move meetings disadvantaged and identified students.
- To liaise with members of staff regarding disadvantaged and identified students.
- To ensure safeguarding information is uploaded to MyConcern.
- To attend regular pastoral meetings to ensure issues discussed regarding disadvantaged students and that identified students are passed on to the

relevant member of staff and action plans can be put in place to address these issues.

- To carry out restorative discussions with students to support students returning to lessons.
- Where necessary, set and be a part of a restorative meeting with students and teachers to support students to return to lessons.
- To support the Inclusion programme and relevant staff.
- Understand the duties and responsibilities in relation to child protection and safeguarding children and young people.
- Understand fully the school's Child Protection policy and ensure all issues relating to students' safeguarding are reported immediately to the designated members of staff.
- To provide relevant data for the Senior Leadership Team when required.
- To ensure effective communication/consultation with for example: colleagues, Governors, parents and students.
- To communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings Student Progress Evenings, Review days and liaison events with partner schools.

Safeguarding:

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security:

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Other Specific Duties

To positively engage in the performance review process and in your own professional development including induction and in-service training opportunities and appraisal. To attend and participate in staff and departmental meetings/development as appropriate. To make your own contribution to the community life of the School.

Employees will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the School.

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. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

March 2025

Person Specification - King's Academy Ringmer

Post Title:	Pastoral Officer - Temporary	
	Essential Criteria	Desirable Criteria
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent negotiation, interpersonal, communication, organisational and presentation skills. • Good analytical and numeracy skills. • Ability to organise and prioritise work effectively, to plan action in order to meet deadlines and to complete tasks with the minimum of supervision. • Ability to provide effective team leadership in a structured, positive and proactive manner. • The capacity to learn new skills, take initiatives and generate ideas. • Good office productivity system skills, particularly Word and Excel. • Ability to instigate, review and manage change. 	<ul style="list-style-type: none"> • Negotiating skills.
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of Education across a range of subjects. 	
Knowledge	<ul style="list-style-type: none"> • Clear understanding of pastoral issues within an education environment. 	
Experience	<ul style="list-style-type: none"> • Experience of working under pressure often with conflicting priorities. • Experience of working with a wide range of ICT software. 	<ul style="list-style-type: none"> • At least two years experience of working in an educational environment
Personal Attributes	<ul style="list-style-type: none"> • Reliability, honesty and a commitment to maintaining confidentiality. • The ability to establish good working relationships with a wide range of students, staff, parents and Governors. • An understanding and sympathy for the needs of students across different abilities, age ranges and social backgrounds. • The ability to handle sensitive matters with discretion and in confidence. • Ability to take personal responsibility for organising and meeting targets. • Self motivated with the ability to enthuse and motivate others. • Energy and enthusiasm. • Professional and confident manner. • Professional approach to your own personal and career development. • A commitment to continuous development and improvement, team working and the 	

	<ul style="list-style-type: none">• highest possible professional standards. Ability to work calmly and effectively under pressure.	
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