

# Holy Family Catholic School & Sixth Form

**Job Description:** Alternative Provision Pastoral Support Officer

**Accountable to:** Alternative Provision Manager/ Deputy Headteacher/Headteacher

**Salary Scale:** Pt 7- Pt 11 – T10

**Hours:** 34.5 per week (Monday to Thursday 8.30am to 4pm, Friday 8.30am to 3.30pm) 30 minutes lunchbreak

In September 2021, Holy Family Catholic School opened its onsite satellite alternative provision. The provision is used by students across the borough who have been referred as a result of their mental health and anxiety. The provision provides both a therapeutic and academic support package to support students with Social Emotional and Mental Health issues from across the borough who need additional support and intervention. The aim is that these young people will spend 12 weeks in our provision and then be able to return to their mainstream school with the confidence and tools to help them complete their education.

We are therefore looking to appoint an Alternative Provision Pastoral Support Officer who will work full time alongside the Alternative Provision Manager to implement provision for students who will be placed with us.

## Specific Responsibilities

- To welcome students and induct them into the Holy Family Way
- To work alongside the Alternative Provision Manager to transition students from their home school and back into mainstream at the end of the placement.
- To facilitate academic learning sessions
- To work with the AP manager to implement a therapeutic strategy to support these students
- To liaise with the referring school and maintain regular contact with them
- To oversee day to day operations of the provision in line with the curriculum timetable.
- To liaise with colleagues across the school to ensure that the curriculum is facilitated accordingly
- To meet with parents and professionals as and when necessary
- To facilitate sessions such as circle time and opportunities for self-reflection
- To embed a rewards and celebration strategy to mark progress milestones
- To write reports and evaluations on student progress as necessary
- To implement safeguarding processes
- To maintain displays of work
- To maintain resources

## Holy Family Catholic School & Sixth Form

- To liaise with the SEND team to ensure students are fully supported with their academic curriculum.
- To contribute to daily duties to ensure that the students in our care are safe.
- To support and deputise for the Centre Manager in the event of their absence

### Additional Duties

Any other duties in line with the role that may be deemed appropriate as the provision develops and evolves.

Postholder's signature \_\_\_\_\_ Date \_\_\_\_\_

# Holy Family Catholic School & Sixth Form

Person Specification: Alternative Provision Pastoral Support Officer

The Postholder will:

- Embed and support the School's Catholic Ethos through this provision
- To possess a BCAP qualification
- Be reliable
- Have knowledge of dealing with Safeguarding issues
- Have a positive approach
- Be able to communicate with colleagues, a variety of external agencies and home schools
- Be able to liaise with relevant colleagues from HFCS to ensure the highest quality support provision and curriculum
- Be able to listen and communicate effectively with students
- Be able to work on own initiative and within a team
- Be able to support the Alternative Provision manager and others who work to support the provision
- Be able to deal confidently with sensitive issues and seek support when necessary
- Understand and be practiced with the "Keeping Children Safe in Education Legislation"
- Be organised and have excellent record keeping skills
- Have a desire to safeguard and support vulnerable students
- Maintain a moral purpose to support students from our local community

## Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Display commitment to the protection and safeguarding of children and young people.