

OUR VALUES

We enrich through a broad and varied curriculum



Job Description

Job Title:	Pastoral Support Officer
Job Type:	Part-Time, Monday to Friday 9am to 4pm - Term Time Only
Contract type:	Permanent
Location:	Tormead Senior School, Cranley Rd, Guildford GU1 2JD
Department:	Wellbeing
Salary:	Range – Scale Point 17 (£25,002) to Scale Point 23 (£29,311) FTE, pro-rated to hours worked, Depending on Experience
Line Manager:	Assistant Head: Wellbeing and Transition

Job Summary

Our Pastoral Support Officer will play a key role in contributing to the care within our Wellbeing Centre, being the first port of call for pupils who drop in for emotional support. The postholder will work closely with the Assistant Head (Wellbeing and Transition) and the Wellbeing team to enhance, protect, promote, develop, and care for the mental health, wellbeing, and pastoral needs of pupils within our school. This is a frontline role supporting and working with our pupils.

This is an exciting opportunity for someone with experience of working with young people, passionate about the work and who is looking for the next challenge in their career.

The successful candidate will be required to monitor, support, and advise of the school's day-to-day pastoral and safeguarding activities, supporting all girls with a range of pastoral issues.

Main Responsibilities

- To work within the Wellbeing team and be accountable to the Assistant Head: Wellbeing and Transition.
- Support the daily operations of the Wellbeing Centre alongside the Designated Safeguarding Lead, Attendance and Pastoral Administrator, School Health Care Leads and Counsellors. This includes contributing to running the Wellbeing Centre – e.g. managing the front desk, signing in/out of pupils.
- Be the first port of call for pupils who need emotional support, providing them with a safe space to talk. Support pupils with any pastoral or wellbeing issues – liaising with parents/carers, Heads of Year/ other relevant school staff as needed.
- Provide a listening ear for the girls who are experiencing difficulties dealing with friendship issues and assist them in how to navigate them; identify, and help girls deal with pastoral / emotional / mental health difficulties.
- Ensure pastoral issues are monitored appropriately and any required actions and/or communications are completed by stakeholders.
- To communicate and/or meet with parents/pupils to discuss pastoral issues.
- Implement a process to identify those who may need additional support, identify pupils at risk of, or showing signs of mental health difficulties and contribute to a support plan for

these pupils, in conjunction with other pastoral staff, parents/carers. Signpost and support referrals to external services where necessary.

- Work with staff, families, and local services to understand how mental health and wellbeing issues may impact behaviour and attendance and improve outcomes for pupils.
- Build links with appropriate local services, maintaining communication with relevant external agencies (CAMHS, Specialist Nurses, Eating Disorder Units etc), and work in partnership with these local service providers to ensure needs of pupils are met.
- Develop and maintain a high-quality range of resources and implement strategies to support pupils, families and staff with their own mental health and wellbeing, especially to develop the resilience, fortitude and endurance of the pupil body.
- Support the running of Wellbeing groups – e.g. friendships, conflict management alongside our school counsellors and DSL.
- Use their knowledge to effectively communicate a positive values-based approach, in line with Tormead School Values, promoting openness and understanding to normalise mental health and wellbeing.
- Be part of the school’s Safeguarding Team as a Deputy Designated Safeguarding Lead, liaising with the DSL to safeguard pupils within Tormead.
- Record, supervise and help manage CPOMs system to document interventions in pupil care.
- To attend relevant INSET and external training to keep up to date knowledge, skills and understanding of mental health and wellbeing in young people.
- To attend meetings of the Wellbeing Team, regular weekly briefings and any ad hoc working parties as required.

Other Duties

The role will require you to work closely with the Assistant Head (Wellbeing and Transition):

- Develop, implement, sustain, evaluate, and continually improve a whole school approach to mental health and wellbeing, tailored to the needs of Tormead Pupils, particularly in developing and reviewing the Mental Health policy. To contribute to reports and analysis reviewing the effectiveness of the school approach.
- Monitor the impact of the whole school approach to mental health and wellbeing.
- Facilitate the development of school staff, identifying critical training and ensuring that all staff can recognise and understand the process to respond to mental health concerns, building confidence in working with pupil with mental health needs.
- Contribute to the delivery of PSHE and Wellbeing sessions as appropriate.
- For the suitable candidate, specialist training to qualify as a Senior Mental Health Care Lead may be provided.

Person Specification

Essential

Desirable

Education / Qualifications / Training

Vocational Qualifications Level 3 / 4 in equivalent or relevant fields to the role e.g., Health and Social Care or Child Development.

X

Safeguarding Training, e.g., as Deputy DSL.

X

First aid at work qualification

X

Good general education, including GCSE at C (or Grade 5) or above in Maths and English

X

Experience		
Demonstratable experience of working with, supporting, advising, coaching, or mentoring children and young people	X	
Experience of working with local services in supporting young people.		X
Experience as a Home-School Link Worker.		X
Experience of working with young people with diverse needs.		X
Experience of working in an educational establishment and an understanding of KCSIE.		X
Skills / Characteristics		
Outstanding communication and interpersonal skills both written and oral	X	
Calm and reassuring presence with excellent problem-solving skills.	X	
Empathy	X	
Working positively within a team	X	
Ability to build strong relationships with staff and pupils	X	
Confidence in delivering 1:1 interventions with pupils and families.	X	
Safeguarding		
<p>To promote and safeguard the welfare of children and young persons for whom the Pastoral Support Officer is responsible, or with whom he/she comes into contact with, and to adhere to and ensure compliance with Tormead's Safeguarding Policy at all times.</p> <p>If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Designated Safeguarding Lead (DSL) in accordance with Tormead's policies and procedures.</p>		