



the
LatimerArts
College

INFORMATION PACK

Pastoral Officer - Behaviour

(Assistant Head of House / Year)



The Latimer Arts College

Job Description

Role:	Pastoral Officer – Behaviour	Postholder:	
Scale:	Grade G10-12	Hours:	8am - 3:45am Mon Wed Fri 8am - 4pm Tue/Thu
Line Manager:	Attendance and Behaviour Lead	Days:	36.75 hours per week 39 weeks per year
Direct Reports:	None	Date:	September 2026

General Responsibilities

To be responsible for supporting student well-being (attendance, behaviour and safeguarding)

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To liaise with parents and carers including reintegration meetings;
- To contribute to the following general duties, some of which will be on rotation and with some specific tasks being allocated to individual team members:

Morning, break, lunchtime and end of school day duties, lesson changeover presence, remove room cover or pick-ups, internal suspension room supervision, detention support;

- To support uniform standards, punctuality expectations and to promote HEART values;
- To be first aid and/or mental health trained and support as required;
- To be linked to a House and year group and support as required;
- To undertake any additional duties as deemed reasonable by the Principal.

Specific Responsibilities

- To support students' attitude to learning through proactive approaches and by responding to student need;
- To support behaviour initiatives;
- To investigate and resolve incidents of poor behaviour.

PERSON SPECIFICATION: Pastoral Officer – Behaviour



SELECTION CRITERIA (no priority order)

Qualifications	Essential	Desirable	Method of Assessment
A good standard of education to at least level 3 standard or equivalent	X		Application form / verified at interview
High standard of literacy and numeracy to at least level 2 standard	X		Application form / verified at interview
Relevant professional qualification		X	Application form / verified at interview

Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Ability to raise self-esteem and expectations of children and young people	X		Application form / interview

Knowledge and Experience	Essential	Desirable	Method of Assessment
Knowledge and experience of school behaviour and attendance systems and related government guidance		X	Application form / interview
Knowledge and experience of relevant highly effective behaviour management strategies for children and young people and the ability to use them effectively	X		Application form / interview
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Experience of working with and knowledge of services available to support young people and families		X	Application form / interview
Knowledge and understanding of the national initiative to improve the educational outcomes for disadvantaged students who are eligible for the Pupil Premium funding		X	Application form / interview
First Aid trained (or a willingness to undertake training)		X	Application form / interview

Skills	Essential	Desirable	Method of Assessment
Highly skilled in a range of assertive discipline strategies	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview



Strong ICT skills, especially Word and Excel	X		Interview
Experience of using SIMS (management information system)		X	Application form / interview
Strong skills in data analysis	X		Application form / interview

Personal Qualities	Essential	Desirable	Method of Assessment
Authoritative, consistent and fair: a commanding presence	X		Application form / reference / interview
Ability to communicate effectively and relate well to all stakeholders	X		Reference / interview
Ability to handle difficult situations with sensitivity, confidentiality and discretion	X		Application form / interview
Ability to work as part of a team	X		Application form / interview
Evidence of resilience when working effectively under pressure	X		Reference / interview
Good sense of humour	X		Application form / reference / interview

Additional Requirements	Essential	Desirable	Method of Assessment
Willingness to contribute to the wider aspects of School life	X		Interview
Evidence of commitment to professional development	X		Application form / interview