

Salary:	NJC Pay Scale, Grade F
Responsible to:	Assistant Headteacher (Student Support/DSL), Pastoral Lead (Secondary)
Date of Job Description:	July 2023

Purpose of the Role:

- To ensure that the pastoral needs of children are met. The post holder will be responsible for overseeing and ensuring appropriate actions are taken to ensure children are appropriately supported in school.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.

- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties:

- To participate in team meetings and daily contact with the Student Support Team Leader (secondary) and specific Heads of Year
- To manage the workflow of pastoral needs of children, working with other members of the Student Support team where appropriate.
- To participate in group supervision sessions for staff
- To manage your own workload
- To monitor reports of bullying and pastoral concerns and ensure that completion rates for concerns remain high, making appropriate follow up calls.
- To respond to any safeguarding concerns as appropriate (involving the child protection team where necessary).
- To report and respond to as required any incidents of hate crime and issues with protected characteristics, working alongside the Child Protection Team and wider students support team to intervene with children.
- To monitor and intervene to improve behaviour, attendance and punctuality as key performance indicators for children in your Year Group/s.
- To lead, manage and deliver pastoral support to individual students and families.
- To act as the contact point for organisations such as School Home Support who are working alongside the school with key students.
- To support other members of the team in ensuring that the school procedures for Attendance and behaviour are adhered to consistently.
- To support the school in attendance policies working closely with the pupil welfare officer and attendance manager to increase school attendance.
- Participate in the admission process for routine and non routine admissions where information suggests the need to be involved.
- To complete Unity Early Help acting as lead professional where required.
- Maintain and update confidential records regularly.
- Undertake accompanied home visits, where absolutely necessary.

- Provide cover for absent classroom staff.
- Manage your own workload.
- To support the transition of children into either early years of year 7 dependent on the agreed age phase.
- Oversee support packages as relevant to the role.
- Contribute to reports for senior staff, governors and external agencies.
- To attend Team meetings, where required.
- To support the academy in reviewing policies relevant to this role.
- To be a visible presence within school, intervening early to ensure student support is offered quickly, including contributing to the on-call rota.

Individuals in this role may also:

- To participate in and provide support to the school in the organisation of events such as open evenings, awards evening etc.
- Demonstrate own duties to new staff or less experienced staff.
- Undertake supervision duties before, during and after the Academy day, as required.

Indicative knowledge, skills and experience:

- Knowledge/Skills equivalent to national qualification Level 3 or equivalent experience.
- Additional specialist knowledge of working with high profile and complex child protection/safeguarding concerns.
- Experience of dealing with emotional situations where students or staff may become distressed.
- Experience of communicating with empathy and sensitivity.