**Job Description:  Asst pastoral Lead and PSHCE Coordinator**

**Principal accountabilities**

To support the Academy Lead (Pastoral) in providing high quality pastoral support and PSHCE education for all our young people.

This job description should be read alongside the responsibilities listed within the teachers’ standards <https://www.gov.uk/government/publications/teachers-standards> (summary attached) and the <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions> which form part of the job description of all teaching staff at Sky Academy.

Whilst the holder of this post will be responsible for the delivery of some PSHCE lessons (0.3) as their specialist subject, they may also be required to deliver other areas of the curriculum in cases of staff absence under the guidance of the Lead Teacher in those subject areas.

**Principal Accountabilities:**

* To carry out the duties of a class teacher as set out in the School Teachers Pay and Conditions and Teachers’ standards listed above.

To undertake other responsibilities in the school, as agreed with the Headteacher

**Key duties**

* To support the Academy Lead (Pastoral) in carrying out their duties.
* To monitor attendance across the academy and put in place actions and interventions to ensure young people at Sky have the best possible attendance.
* To work as the attendance liaison officer with ESS (education safeguarding services).
* To liaise with the PFSA, pastoral team and keyworkers to work to improve attendance.
* To act as lead teacher for PSHCE across the academy with responsibility for content planning, implementation and evaluation of progress - and providing schemes of work and materials for keyworkers to deliver.
* To develop the delivery of the ASDAN lifeskills qualifications as part of the PSHCE programme which prepares students for the wider world.
* To deliver key specialist aspects of SRE and Drugs education PSHCE in the classroom (upper school) (0.3).
* To develop a programme of external visiting speakers and experiences related to PSHCE.
* To model high standards of Quality first teaching in their classroom and develop a culture of sharing good practice amongst all staff involved in delivering PSHCE.
* To carry out any other duties as requested by the headteacher.

**Welfare**

* To support students to develop a wider educational, social and cultural understanding of life.
* To monitor the individual health and wellbeing needs of pupils and to communicate those needs to other staff as appropriate.
* To act as a keyworker.

**Line management**

* Line managed by the Headteacher and Academy Lead (Pastoral)
* Quality assures the provision by all staff involved in the provision of PSHCE education.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Relevant subject degree level qualification  QTS  Evidence of continued relevant professional development  Safeguarding training within a setting with young people | Leadership experience  Specific SEND related training/qualifications  Team Teach trained  Minibus driver  Full, clean driving licence |
| **Experience, skills and knowledge** | Experience of working with students with SEMH and SLCN.  Experience of multi-agency working    Interest and aptitude for working with socially vulnerable young people    Self-motivated and committed to self-development  Experience of using holistic behaviour management techniques to positively support young people and safely manage behaviours  Successful experience of working with young people to achieve accredited outcomes  A knowledge and understanding of specific learning difficulties such as SEMH, ADHD, Autism, Dyslexia and Dyspraxia to support the learning of students with such difficulties.  Successful previous performance management against the teachers’ standards    Ability to work in an environment that requires a high level of confidentiality  Experience of working effectively as a team    Good ICT skills and a high level of attention to detail    Good written and oral communication skills    Good organisational skills  Ability to form and maintain appropriate, positive relationships and personal boundaries with children and young people  Commitment to safeguarding and promoting the welfare of  children and young people | Experience of working with vulnerable young people in a variety of settings  Experience of working in a highly confidential environment  Experience of working in a leadership role within schools  Experience of using Sims |
| **Personal qualities** | Well-developed ability to manage the demands of work and home  Well-developed ability to manage personal wellbeing in a demanding environment  Ability to encourage learning by building positive relationships    High expectations of behaviour and the ability to support behaviour without confrontation    Excellent interpersonal skills, energy levels, enthusiasm and  flexibility    Calm and adaptable with an ability to work within a flexible and busy environment    Willingness to undergo appropriate checks, including enhanced DBS checks    Emotional resilience in working with challenging behaviours    Have a willingness to demonstrate commitment to the values of Learn@MAT and Sky Academy |  |
| **Other** | A willingness to support extra-curricular activities and trips |  |