

Role	Grade	Reports to
Assistant Pastoral Leader	Grade 4	Pastoral Leader

Main purpose of the job

- Working alongside the Pastoral Leader to provide an identified year group of students with outstanding support and guidance to enable them to thrive and succeed
- To address attendance, behavioural, pastoral and welfare issues, supporting the Pastoral Leader in addressing the needs of pupils who require help to overcome barriers to learning
- To work collaboratively with all school staff and external support agencies in order to support student wellbeing across the school supporting the Pastoral Leader to provide accurate attendance, punctuality, behaviour and other pastoral data to Governors, Leaders, and staff as required
- To take a lead role in the supervision of the school, supporting all staff in maintaining a positive learning environment with high expectations, including cover for whole classes, out of lesson supervision/duties, 'on call', detention, other strategic support systems and strategic behaviour intervention

Key relationships

Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, Senior Leaders, Pastoral Leader, teaching staff, other support staff and pupils.

Main accountabilities

Support for Students

- Establish and maintain a high profile across the school using a range of proactive strategies to support positive behaviour and implement effective sanctions as appropriate
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance & welfare
- Uphold standards within the year group regarding uniform and equipment, supporting and challenging parents/carers to ensure their child adheres to school policies
- Support the Pastoral Leader to create a safe and friendly environment where students are able to come and discuss concerns; offering support to students, through discussion, practical resolutions and providing additional mentoring or support where necessary
- Receive and supervise pupils, excluded from, or otherwise not working to a normal timetable
- Challenge and motivate pupils, promote and re-inforce self-esteem
- Promote the speedy/effective development of pupils to make choices about their own learning/behaviour/welfare
- Participate in the comprehensive assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
- Provision of support for pupils with special needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Be aware of and support difference and diversity, to ensuring all students have equal access to opportunities to learn and develop
- Be aware of and appreciate a range of activities, courses, organizations, agencies and individuals to provide support for pupils to broaden and enrich their learning

- Attend to pupils' personal needs, including minor first aid and provide advice on pastoral, social, health, hygiene development and welfare matters.
- Work to support the safeguarding of all pupils

Support for Staff

- Support identified staff to promote the speedy/effective development of pupils in an identified cohort to make choices about their own learning/behaviour/welfare
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- Be responsible for keeping and updating records, information and data, producing analysis and reports as required
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Provide specialist advice and guidance (e.g. pastoral/mentoring) as required.
- Assist in the development and implementation of appropriate behaviour management strategies
- Liaise with parents/carers, schools and establish relationships, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems, relating to attendance and integration
- Provide clerical and administrative support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions
- Under the direction of lead staff, prepare the classroom for lessons, including display work and clear afterwards as appropriate.

Support for the School

- Actively work to promote the overall ethos/work/aims of the school
- Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
- Undertake a lead role in the supervision of pupils within school, on educational visits and out of school activities
- Have a high presence amongst students in the morning e.g. making visits to form groups during registration time and supporting them in key lessons throughout the day ensuring they are fully engaged in lessons
- Supervise break and lunch duties, in line with the school's duty rota, to ensure all students have outstanding conduct during social time
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities being available to provide emergency lesson cover in the event of teacher absence
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support pupil achievement and progress
- Attend and participate in regular meetings, professional development and other learning activities as required

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Promote and act in accordance with the Code of Conduct and key policies including the Trust's Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Demonstrate a commitment to continuous professional development
- Carry out duties other than those listed in the job description at an appropriate level, where the post holder has appropriate qualifications and has received appropriate training

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy/literacy skills (at a level equivalent to NVQ Level 2)	Essential	Application
First aid certification	Desirable	Application
Knowledge and Experience		
Experience of working with or caring for children of a relevant age	Essential	Application, Interview
Ability to relate well to children and adults	Essential	Application, Interview
Ability to work as part of a team	Essential	Application, Interview
Demonstrates an understanding of the role of support staff and other professionals who work to help students reach their potential	Essential	Application, Interview
Understanding of national/foundation stage curriculum and other basic learning programmes/strategies	Essential	Application, Interview
Basic understanding of child development and learning	Essential	Interview
Willingness to undertake minor first aid training as appropriate	Essential	Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Application, Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Interview
Proactive and positive approach to tackling issues, able to evaluate a situation, make an informed decision and use own initiative to reach an appropriate resolution	Desirable	Application, Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication