

<b>Salary:</b>	NJC Pay Scale, Grade F
<b>Responsible to:</b>	Assistant Principal for Student Welfare (Designated Safeguarding Lead and SENDCo)
<b>Date of Job Description:</b>	March 2022

### **Purpose of the Role:**

To provide pastoral care within the Academy, addressing the mental, emotional and physical and special educational needs of pupils to overcome barriers to learning.

### **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:**

1. Provide support and advice to pupils to promote their social care and personal development, encouraging positive attitudes and behaviour around the Academy.
2. Liaise with the Assistant Principal for Student Welfare (Designated Safeguarding Lead and SENDCo) and other senior leaders to monitor and report on directed learner groups.
3. Monitor punctuality and attendance in accordance with procedures and identify and resolve pupil issues.
4. Liaise with parents/carers and outside agencies to ensure pupils needs are met.
5. Oversee support packages for pupils to reintegrate them into the Academy following periods of exclusion / absence.
6. Manage the supervision of pupils not working to a normal timetable including excluded pupils and those with special educational needs.
7. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services.
8. Prepare and produce accurate reports for senior staff and external agencies.
9. Be responsible for the development and monitoring of individual action plans.
10. Represent the school in CLA and CP meeting.
11. Resolve issues relating to individual pupils, develops, implements and monitors policies, using creative skills to analyse information and develop solutions.
12. Maintains and updates confidential records regularly.
13. Make decisions about individual support packages, pastoral care and referrals for pupils.
14. Undertake accompanied home visits.
15. Maintain confidentiality and adhere to safeguarding procedures..
16. Organise own workload.

### **Individuals in this role may also:**

1. To participate in and provide support to the school in the organisation of assemblies, open days, achievement evening etc.
2. Participate in the admission process for routine and non routine admissions.
3. Demonstrate own duties to new staff or less experienced staff.

4. Undertake supervision duties before, during and after the Academy day, as required.
5. Supervise detention sessions.

#### **Indicative knowledge, skills and experience**

- Knowledge / skills equivalent to national qualification Level 3 or equivalent experience.
- Have experience of working with pupils in pastoral care and support.
- Have experience of dealing with students with some social and emotional issues.
- Experience of communicating with empathy and sensitivity.