

## Job Description: Head of Student Support

St Benet's Multi Academy Trust and Harleston Sancroft Academy are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Assistant Headteacher
<b>Grade</b>	Scale F
<b>Hours</b>	37 hours per week
<b>Location</b>	Based at Harleston Sancroft Academy. You may be required to travel to undertake work at academies and sites within St Benet's Multi Academy Trust as needed.

### Job Purpose

Lead the Pastoral Team at Sancroft with the daily management and organisation of pastoral care for all students promoting the school's vision of life in all its fullness. The pastoral team includes Heads of Year/House and the Pastoral Support Assistants.

### Duties and responsibilities

- Adhere to all school policies and procedures, particularly those in relation to equality and diversity, health and safety, data protection and safeguarding
- Maintain and record all relevant student information, ensuring that appropriate data protection procedures are followed
- Work with school and coordinate staff, families and relevant external agencies regarding student progress, attitudes and attendance
- Promote the school's vision and ethos, encouraging the inclusion and acceptance of all members of the community
- Attend relevant training and undertake appropriate CPD activities
- Act as a role model for students, setting high expectations and acting in a professional manner at all times
- Line management of the Pastoral Support Assistant

### Pastoral Care

- Lead the pastoral care of students, providing/organising one to one and group support where necessary
- Work with staff members and families in order to remove practical, social and emotional barriers to learning
- Support and address issues around appearance, uniform and attitudes to learning
- Refer students and families to the relevant external agencies as appropriate
- Monitor and support the overall progress and development of students by attending FSP, LAC/PEP core groups, CP conferences and reviews in line with the NSCP safeguarding and child protection protocols.
- Follow up concerns and provide individual support for students
- Ensure that any concerns and/or interventions are appropriately recorded and reported using the agreed school systems

- Monitor the implementation of intervention programmes and evaluate outcomes
- As 'Mental Health Champion'; support the mental health and wellbeing of all members of the school community, signposting and referring where necessary
- Be the lead point of contact, as part of the pastoral team, for staff members regarding the wellbeing of students
- Work with the Heads of Year/House and SLT to ensure consistency and continuity of pastoral care throughout the school, supported by the Pastoral Support Assistant
- Work with local faith groups to provide support (e.g. through lunchtime clubs and drop in groups) for students underpinned by our ethos and values.

#### Attendance, inclusion and exclusions

- Encourage and promote attendance and punctuality at school
- Liaise with parents and carers of absent students, ensuring appropriate interventions are being implemented at home and school. Track progress of vulnerable groups.
- Support the SLT with legal attendance processes such as Fast Track to Attendance
- Coordinate work for students who are in inclusion or who have been excluded from faculty / subject teachers
- Promote the welfare and inclusion of students and an ethos that supports high quality learning throughout our school.
- Attend relevant meetings on behalf of the Academy in order to promote collaboration with the local authority and external agencies.

#### Transition

- Coordinate and lead a programme of transition activities with catchment and non-catchment primary schools, supported by the SEND Manager and SENDCo.
- Communicate regularly with primary school staff, parents/carers and Year 5 and 6 pupils responding to any questions or concerns.
- Prepare and deliver 'Stepping Up' sessions for Year 6 in our catchment primary schools and at Sancroft for children in non-catchment schools.
- Prepare and deliver 'Experience Days' for Year 5 students at Sancroft.
- Work with the Head of Year/House to coordinate form groups and family activities at Sancroft, to include; Information Evening, Orienteering, New intake evening, Family meetings, Tea with the Tutors.
- Work alongside the SEND Manager and SENDCo to support those with additional needs and those most vulnerable.

#### Communication

- Establish positive, productive and trusting relationships with staff, students, parents and carers to assist home-school communication
- Develop restorative approaches to limit conflict and promote positive relationships across the community, ensuring dignity and respect are at the forefront of all interactions.

#### Supervision

- To attend monthly supervision to discuss work related matters

#### Designated Safeguarding Lead

- To undertake a DSL role and take a lead for day to day safeguarding concerns with support from the Assistant Headteachers, Head of School and Pastoral Support Assistant. (see separate job description for DSL)

#### Other specific duties

- Support the Academy in meeting its legal requirements for collective worship
- To attend pastoral team meetings and take minutes
- Promote an ethos and culture that ensures students can fulfil their potential
- Be an exemplary leader/role model
- To play a full part in the life of the school community, to support its distinctiveness and

- ethos and to encourage fellow staff and students to follow this example
- Other such professional duties as may be reasonably required

**Line management**

- The job involves direct responsibility for the supervision or direction of the Pastoral Support Assistant

**Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is</p>

made in accordance with the provisions of that Act/s.

**Equality and Diversity**

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Continuous Professional Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Trust premises and those where Trust services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:**

**Date:**