

Job Description

Greensand Support Staff Salary

Scale: 9-13 £26,777-28,686 (pro rata £23,036-24,678)

Contract type: 36 hours per week, 39 weeks per year (term time only). 8:00am-4:00pm.

Reporting to: Assistant Headteacher

Inclusion and Pastoral Support Officer

Job Purpose

- To support the work of the school in raising the achievement and aspirations of all children.
- To supervise and co-ordinate appropriate support for children in the Children's Support Centre, including the staffing and resources.
- To assist the pastoral team in working proactively with students who face difficulties within the classroom and also with those who are at risk of permanent exclusion.
- To assist the Assistant Headteacher and Attendance Manager with the monitoring and support of children accessing education, including those on Reintegration Timetables and those accessing Alternative Provision units.

Key Accountabilities

- To work with the Leadership Team to raise standards of student behaviour throughout the school.
- To support the Heads of Year in establishing effective strategies in all areas of pastoral care.
- To support the Assistant Headteacher in liaising with external agencies such as the In Year Fair Access Panel and alternative provision units.
- To plan early intervention programmes to support the behaviour and wellbeing of targeted students.
- To work with the teaching team to log and maintain timely accurate records of student behaviour.
- To send written communication to parents and carers relating to behaviour incidents including restore sessions, isolations and exclusions.
- To work with students and colleagues to develop, agree and implement time bound action plans for identified students, set targets, and agree and record a plan of outcome with actions, review points and an exit strategy.

- To teach students how to value and respect the contributions of others and how to build and maintain healthy relationships with both adults and peers, reinforcing the importance of the school's values.
- To create and maintain a calm, nurturing, and organised Ready, Respectful and Safe environment.
- To support the development of effective communication and good working relationships between school, families and other support agencies in the community.
- To provide strategies and support in enabling our children with most significant needs to remain in a classroom setting.
- To support the children in the CSC who have been isolated from lessons as a result of poor behaviour and to feedback to pastoral staff.

General:

- To undertake any other duties, commensurate within the grade, at the discretion of the Deputy Headteacher.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

Notes:

We value all members of the school community equally and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by any member of the SLT.

Person Specification:

Job Title: Inclusions Manager and Pastoral Support Officer		
	Essential	Desirable
Professional and Experience		
Degree or equivalent qualification		√
Relevant NVQ at Levels 3 or 4		√
CPD training in Behaviour Management		√
CPD training in restorative practices		√
Experience in working in a secondary school environment		√
Mentoring experience		√
Professional Experience		
Able to create an effective, engaging learning environment	√	

Able to work with and champion vulnerable children to achieve positive behaviour outcomes	√	
Able to demonstrate openness, perseverance and humour		√
Able to promote high standards of behaviour and a good working ethos	√	
Able to plan, organise and prioritise own work schedule	√	
Able to clarify and explain instructions to students	√	
Able to communicate effectively with students, colleagues and parents	√	
Able to think through and implement strategies to enhance student behaviour		√
Able to maintain records and confidentiality	√	
Personal Attributes		
Proven positive behaviour management skills	√	
High aspirations and the belief that all students can achieve success	√	
Self-motivation, concentration and ability to stay calm under pressure	√	
Able to reflect objectively on own performance	√	
Good communication, planning and organisational skills	√	
Acts as a positive role model to staff and students, demonstrating a 'can-do' attitude	√	
Effective team member who uses initiative effectively		√
Commitment and understanding of equal opportunities	√	
Commitment to continuing professional development		√
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy		√