



ARTHUR MELLOWS VILLAGE COLLEGE



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: PASTORAL ASSISTANT AND BEHAVIOUR OFFICER

RESPONSIBLE TO: Senior Leadership Team / Deputy Senior Child Welfare Manager

LINE MANAGEMENT RESPONSIBILITY: NONE

RESPONSIBILITY:

BUDGET: NONE

OVERALL RESPONSIBILITY:

- To ensure that children and young people are provided with a safe, secure and caring environment.
- To contribute to the safeguarding and promoting the welfare of children and young people with regards to the DfE's "Keeping Children Safe in Education" publication and Child Protection Procedures.

SECTION 1 - DUTIES:

Liaison

1. Liaise with Heads of Year, teachers and support staff within the school, as well as outside agencies to provide appropriate meaningful opportunities for all pupils.
2. Liaise with parents, carers and other external agencies involved in caring for pupils, and support parenting work.
3. Work alongside other schools and other agencies on the development and implementation of wider behaviour and attendance programmes.
4. Work with departments to ensure appropriate work is set in the Behaviour Hub

Health and Safety

1. Undergo Basic First Aid and Child Protection training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare, and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development - Personal

1. In conjunction with the line manager, take responsibility for personal professional development which may have a positive effect on behaviour and attendance.
2. Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.
3. Up-date Child Protection training every three years.

Continuing Professional Development - Staff

1. Support teachers to implement behaviour and class management strategies.

Any other tasks, duties or services that may be reasonably requested.

SECTION 2 – ADDITIONAL DUTIES:

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the school's continuing professional development programme:

- To support the College, parents and Educational Welfare service in dealing with attendance related issues
- To support students and their families on entry to the College after extended absence / exclusion
- Close liaison with attendance administrator
- To liaise with line managers and Year Leaders regarding first day calling
- Develop effective relationships with students, families, schools, training agencies and staff
- To contribute to the administration and record keeping of the school's pastoral systems
- To keep a record of students rewards and sanctions
- To contact parents as required
- To monitor the progress of students on report
- To act as learning mentor for identified students
- To staff the Isolation Room on a rota basis.
- Working with statutory and voluntary organisations
 - To work with outside agencies in developing appropriate educational provision for students on alternative programmes
 - Take registers as and when required
- Attendance at meetings
 - To attend department meetings
 - To attend evening meetings as appropriate
- To follow the staff code of conduct with special regard to confidentiality
 - To keep abreast of child protection procedures and work within both the College and LA guidelines
- To have knowledge of the College policies and to promote practice
- To comply with Data Protection requirements and maintain the security of documents and information in accordance with legislation and agreed guidelines
- Any other task, duties or services that may be reasonably requested by the Head of College or his representative.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	