**JOB DESCRIPTION**

**Post Title:** Pastoral Coordinator

**Responsible to:** Assistant Headteacher

**Terms:** Salary: BET Band 4 Point A - E

FTE: £26,918 - £29,616 Actual Salary: £23,398 - £25,743

**Main Purpose:**

The Pastoral Coordinator ensures the smooth running of the school’s behaviour management systems and supports the pastoral team on a day to day basis. They will supervise several aspects of the work of the pastoral team and regularly communicate with parents regarding pastoral issues. They have an overview of the daily running of the whole behaviour school systems and the day to day management of them.

**General Responsibilities**

**All school staff are expected to:**

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Specific Responsibility**

* Responsible for the monitoring of the school’s behaviour systems, aiming to secure early identification of patterns emerging to enable additional support to be deployed as available.
* Coordination of the booking system for pupils in our Reflection Room. Oversee the staffing of our Reflection Room, coordinating coverage as required.
* To maintain suspension records, identifying patterns as they emerge, with the responsibility of informing the Local Authority when suspensions have taken place.
* Oversee the maintenance of student records, support plans and intervention plans.
* Minute taking of the Team Around Pupil (TAP) meetings and distribution of minutes.
* To use IT systems to produce reports, often to tight timescales and record information including statistical data, providing reports to senior managers and other professionals ensuring accuracy and confidentiality at all times.
* Analyse data for patterns and trends together with the Assistant Headteacher with regards to behaviour issues in school.
* Communicating with parents both via the telephone and face to face when other pastoral colleagues are unavailable.
* Send daily communications to parents to notify them of same day corrections to enable students to return to school the following day with a ‘clean slate’ where possible.
* On call to prioritise patrol response by monitoring the Classcharts activity
* Use analytics in Classcharts to identify ‘hotspots’, students who require additional support/response
* Co-ordinate the pastoral response to incidents of serious misbehaviour, ensuring swift follow up and restorative actions as appropriate.
* Oversee the recording, tracking and liaise with colleagues to support the response for students who arrive late to school.
* Attend meetings and training sessions as required.
* Be involved in extra-curricular activities, e.g. open days, presentation evenings.
* To undertake break duties as directed.
* To undertake any other task commensurate with this role.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.