

## **P&IC – Job Description**

**Job Title:** Pastoral & Interventions Co-Ordinator (QTS)

**Location:** The Ongar Academy

**Responsible to:** Headteacher

**Line Manager:** SENDCo

**Term of Contract:** Permanent – Full-time (or 0.8 negotiable)

**Terms & Conditions:** Full Teaching Terms & Conditions

**Start Date:** September 2024

**Purpose of Job:** To coordinate year group PALS, ensuring SEND & Pastoral needs are being met. To plan and deliver intervention programmes. To support the SENDCo in all matters.

**Liaison with:** SENCO, Head Teacher, Class teachers, Deputy Head and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise.

### **Responsibilities of the post:**

Line Management:

- Co-ordinate, manage and supports year group PALS in their daily planning and duties.
- Ensure pastoral matters are being dealt with effectively, professionally and supportively.
- To track behaviour and learning data to ensure the right students are prioritised for support in lessons.
- To support year groups in absence of PALS or when capacity is required.
- Provide training and professional development support

SEND

- To liaise with parents and outside agencies to ensure SEND students are supported.
- In collaboration with SENCo, co-ordinate meetings to ensure one planning and pastoral meetings are carried out effectively.
- Work closely with SENCo to develop, plan and deliver intervention programmes, ensure Section F of EHCPs are being met and SEND students are given every opportunity to succeed.

LAC

- In liaison with designated teacher, to manage and support all LAC children.

Transition:

- Strategic responsibility for SEND transition in collaboration with primary schools, SENDCo and Heads of Houses.

Safeguarding:

- To ensure Level 3 safeguarding training is kept up to date
- To provide capacity and support to the safeguarding team.
- To ensure communication between the PALS and the safeguarding team.

Attendance:

- To work with the attendance team to support students to improve their attendance.
- To plan and deliver attendance interventions in collaboration with the AHT.

Well-Being & Mental Health

- To support mental health in our school community by promoting best practice and running targeted intervention sessions.
- To work with Mental Health Lead to ensure all students are supported.
- To communicate key information to the PALS

And any other duty deemed necessary as directed by the Headteacher.

## **Person Specification**

### **Education Qualifications and Training**

- Qualified teacher status
- National Award for SEN
- Record of recent CPD Experience

### **Experience**

- Experience of working in a SENCO role
- Evidence of successful teaching and learning for a minimum of three years
- Experience of effective liaison with a range of outside agencies Safeguarding
- Demonstrates commitment to the protection and safeguarding of children
- Has up to date safeguarding training Professional qualities
- Able to support and improve outcomes for a range of diverse special educational needs
- Able to train and support teachers to deliver appropriate interventions to improve outcomes for all
- Able to use performance data to inform provision mapping and planning
- Knowledge of a range and types of interventions available
- Able to manage effectively SEN provision throughout the school
- Knowledge and understanding of current developments and best practice in SEN legislation and all aspects of inclusion and pastoral care.
- Able to lead and manage people to work effectively, both individually and in teams
- Able to promote a welcoming, inclusive and fully supportive learning environment
- A willingness to develop professionally and collaboratively within a new structure.