

<b>Salary:</b>	NJC Pay Scale Grade F (Point 19 – 24)
<b>Responsible to:</b>	Lead Pastoral Manager
<b>Date of Job Description:</b>	October 2013

### Purpose of the Role:

To lead the provision of pastoral care within the schools, addressing the mental and physical and special educational needs of pupils to overcome barriers to learning.

### Main Tasks and Responsibilities

#### General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To attend mandatory training and participate in performance development as required. To work in support of the Team FCAT Work and Wellbeing Charter.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.

#### Key duties:

1. Provide support and advice to pupils to promote their social care and personal development

2. Liaise with the SENDco and other senior leaders to monitor and report on directed learner groups
3. Monitor pupil attendance and implement policies to improve attendance
4. Ensure families/carers of pupils in need of additional support are kept involved in the progress of their child
5. Oversee support packages for pupils to reintegrate them into school following periods of exclusion/absence
6. Manage the supervision of pupils not working to a normal timetable including excluded pupils and those with special educational needs
7. Facilitate the sharing of information between the school and external agencies and act as the point of contact for specialist support services
8. Prepare and produce accurate reports for senior staff and external agencies
9. Be responsible for the development and monitoring of individual action plans
10. Represent the school in CLA and CP meetings
11. Implement a programme to monitor homework.
12. Resolves issues relating to individual pupils, develops, implements and monitors policies, using creative skills to analyse information and develop solutions
13. Maintains and updates confidential records
14. Make decisions about individual support packages, pastoral care and referrals for pupils. Decisions have a direct impact on pupils
15. Undertake accompanied or unaccompanied home visits
16. Maintain confidentiality and adhere to safeguarding procedures
17. Provide cover for absent classroom staff
18. Supervise detention sessions
19. Organise own workload

**Individuals in this role may also:**

1. To participate in and provide support to the school in the organisation of assemblies, open days, achievement evening etc
2. Participate in the admission process for routine and non-routine admissions
3. Demonstrate own duties to new staff or less experienced staff
4. Undertake supervision duties of student movements around school as required

### **Indicative knowledge, skills and experience**

- Knowledge / skills equivalent to current national qualifications Level 3 based and extensive experience
- Additional specialist knowledge of SEN and specific learner groups gained from extensive experience in working with pupils in pastoral care and support.
- Experience of dealing with emotional situations where student may become distressed.
- Experience of communicating with empathy and sensitivity