**Job Description**

**Post:** Pastoral Support Co-ordinator (Maternity Cover)

**Pay Scale:**  Scale 4 Point 7 to 11

Actual Salary £13612 -£14734

30 hours per week term time only

**Responsible to**: Lead Learning Mentor and Assistant Headteachers Personal Development and Welfare

**Job Purpose:** We are looking to appoint a highly motivated and dedicated professional to promote and support a positive and inclusive culture throughout the college, removing barriers to learning and participation. The Pastoral Support Co-ordinator’s role will involve working closely with the pastoral team in the college to ensure that all students are cared for

**Duties and Responsibilities:**

* Uphold, promote and support the Catholic ethos and values of the college.
* Support the vision and policies of the college, which secure effective teaching, successful learning, and promote high levels of achievement for all students.
* Bring a trauma informed perspective to the support of students
* Support the Heads of Year in dealing with parents and other stakeholders. Assist in the gathering of student statements
* Support the attendance officer when making home visits as and when required
* Ensure that high expectations are met or exceeded by pupils placed in your care, through enforcing a clear behavioural code and modelling best practice at all times..
* Establish good working relationships with pupils and staff to ensure effective reintegration of pupils back into classrooms and communal areas.
* Use data from a variety of sources to assist successful learning and for reporting purposes.
* Be a champion for change and school improvement and share good practice
* Show a commitment to understanding and supporting the Restorative Justice approaches used in the college.
* To promote and maintain the college’s commitment to safeguarding children.
* Undertake other reasonable professional duties as determined by the Head teacher/ governors in relation to the inclusive vision of the college.