



Job Description

Job title: Pastoral Support Co-ordinator

Main purpose of job:

To support the pastoral team in maintaining high standards of behaviour, punctuality and engagement across the academy. The role ensures students are in the right place at the right time, supports positive learning behaviours, and intervenes where students require regulation or additional pastoral support.

Department: Pastoral

Location: Plume Academy

Position reports to: AHT - FRC

Position is responsible for: No Supervisory Duties

Length of contract: Fixed Term until 21 July 2027

Salary: Band 3 – Points 17-25, actual salary offered will be £21,344 per annum

Key Responsibilities and Accountabilities

Outcomes

- Ensure students arrive on time to lessons and move promptly around the academy
- Patrol corridors, stairwells and communal areas across the full site, ensuring students are in lessons
- Maintain a consistent visible presence through continuous movement across buildings and floors
- Support students in regulating behaviour, including those with SEND, to access learning effectively
- Encourage students to enter lessons calmly with a positive attitude to learning
- Respond to on-call incidents and support relocation of students
- Support with intervention and mentoring of the highest profile students at Plume Academy
- Support with the implementation of the academy's behaviour policy across various parts of the academy
- Place students in the Reflection Room where they refuse to relocate in line with policy
- Maintain accurate behaviour records using Arbor
- Supervise after-school pastoral detentions
- Assist with lunchtime detentions as required
- To support and address any attendance and punctuality issues arising during Form Group time and period 1
- To ensure all students with lunchtime and after-school detentions are effectively supported to attend through clear, timely and consistent communication during their period 4 and period 5 lessons, while minimising disruption to learning

Alignment to Plume Academy Vision and Values

Plume Academy's moral purpose lies in nurturing ambition, fostering respect, cultivating resilience, and strengthening the sense of community by inspiring students to reach their highest potential.

- **Ambition:** Supporting students to attend lessons promptly and engage positively, encouraging them to strive for their best.
- **Respect:** Promoting high standards of behaviour and respectful conduct across the academy.
- **Resilience:** Supporting students to regulate behaviour, overcome barriers and re-engage with learning.
- **Community:** Maintaining a visible presence across Fambridge and the wider site, contributing to a safe, calm and purposeful environment.

Provision

- liaise with Faculty Leaders and/or Head of Year on issues relating to student learning.

Leadership and Management

- liaise with Designated Safeguarding Lead/Deputy Designated Safeguarding Lead as required
- attend multi-agency meetings
- liaise with parents and carers regarding behavioural issues
- attend weekly management meetings
- point of contact for parents and carers

General

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the academy's Equal Opportunities Policy
- Please note this is a highly active role requiring extensive movement around the academy site, including regular walking across the site, covering multiple buildings, accessing all levels and frequent use of stairs.

Alignment to Ofsted Framework (Inclusion Focus)

- This role contributes directly to the priorities outlined within the Ofsted Education Inspection Framework, particularly in relation to inclusion, behaviour and attitudes, and personal development.
- The Pastoral Support Co-ordinator plays a key role in ensuring that all students, including those with SEND or additional needs, are consistently supported to access learning in a calm, safe and purposeful environment.
- Through active presence across the academy, timely intervention, and effective behaviour regulation, the role helps remove barriers to learning, supports disadvantaged and vulnerable students, and promotes equitable access to high-quality education.
- By fostering positive conduct, supporting reintegration into lessons, and upholding high expectations for all, the role underpins the academy's commitment to inclusive practice and ensuring that every student is able to succeed.

The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Date of next review: Annually in line with the PMR process.

Person Specification

Job Title: Pastoral Support Co-Ordinator

Department: Pastoral

Person Specification - Qualifications and Experience	Essential	Desirable
Maths and English at minimum C grade [or grade 4] GCSE or equivalent Level 2 qualification	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area		✓
Knowledge, Skills and Abilities	Essential	Desirable
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
Personal Qualities	Essential	Desirable
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	