

Pastoral Support Leader

Trinity Academy

Pastoral Support Leader

Responsible to:	Head of Year
Hours:	37.5 hours Term Time plus 10 days (0.9 FTE)
Salary:	S22 - S26 FTE (FTE of £28,317 - £31,389) Actual of £25,376 - £28,129 pro-rated
Start date:	1st April 2025 or as soon as possible thereafter
Contract type:	Permanent there may also be the possibility of a second position on a fixed term contract to 31st August 2025

Purpose of the role

To embrace the values of Trinity Academy ensuring that **every** child achieves their absolute best by providing support for students' academic achievement and all aspects of their pastoral care.

Details of the role

At Trinity Academy, support for students who are finding life at school difficult is provided by Pastoral Support Leaders (PSL), working within the wider Pastoral team. The PSL supports all aspects of students' pastoral care. They are forward-thinking, seek to actively 'add value' and use their initiative to improve the provision we have to support students. You will also play an important role in supporting Trinity pastoral systems outside of your year group to ensure smooth running of the academy day to day.

You will be instrumental in ensuring students in your year group successfully adhere to the school's routines and meet our high expectations and, through careful monitoring, work most closely with students who find this difficult. The role will involve working with a specific year group to determine the best support for students. This will include running small group interventions, dealing with low level behaviour, attendance and

safeguarding concerns, leading meetings with parents/carers and overseeing additional pastoral support.

This job is suitable for someone who is looking for a career in education or working with young people. While experience working in a similar field or role is preferable, it is not essential. In all cases, training is available for the right candidate who wishes to develop their skill set. What is essential is the drive and determination that **every** student shall receive the support they need to be given the best chance to succeed; a person who is confident enough to evaluate current provision, identify areas we can improve and then implement the required improvement will be successful in the position. Fundamentally, you have to really care about **all** students realising their potential.

The ability to contribute to other co-curricular areas of Trinity life (eg Team Sports, Music, Drama, Equalities or other co-curricular activities to be agreed) is essential.

Specific Responsibilities

- To be the first point of contact for students and their families within your year group(s), providing appropriate information as required to relevant Academy staff, students and parents
- To be the 'go to' person to support students behaviour
- To support students through key points of transition
- To maintain positive and regular Academy – Parent – Student communication
- To respond to emerging pastoral concerns within your Year group(s), manage and investigate any issues arising and ensure that appropriate actions are followed through
- To coordinate restorative conversations, interventions and clinics for students in your year group to quickly resolve low level safeguarding concerns
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/behaviour at the Academy.
- Work with the Head of Year to secure good patterns of attendance and punctuality in your Year group, working with other colleagues to ensure support is timely and appropriate for persistently absent students.
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations.
- Ensure that all liaisons with external agencies are appropriate to need and effective to support the personal and educational development of learners, including those students considered being "at risk".
- Carry out whole school pastoral duties such running detention, our Lincoln room (for lesson removal), on call and
- Any other such duties as may, from time to time, be reasonably required by the Principal

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations

of the school in relation to the post holder's professional responsibilities and duties.