

JOB DESCRIPTION

Job title:	PSL (Pastoral Support Leader)	AAT Grade H	Points 24 - 27
Reports to:	Head of School/SLT Team		

Main job purpose

To work proactively with students and parents/carers in order to improve any poor or anti-social behaviour in school, in particular when it becomes a barrier to their learning and that of others.

To deputise for the Designated Safeguarding Lead in all aspects of the safeguarding role within the school and to maintain the need for confidentiality at all times.

To liaise with Budmouth Academy staff and external agencies to ensure that young people, especially those that are vulnerable, are supported with all aspects of their education.

To work collaboratively with the other PSLs, the Head of School, SLT, Director of Inclusion/SEND, Student Support Centre and Administrative Support to uphold Academy standards across your assigned school.

Main responsibilities and duties

Main duties and responsibilities:

To undertake the following, subject to the direction and supervision of the HoS (Assistant Principal) in accordance with arrangements made by the Principal:

- To lead their assigned 'school within school' in upholding behaviour standards of the Academy as laid out in the Behaviour for Learning Policy.
- To support students, individually or in small groups, who may need pastoral support or advice. The PSL is to support every student in that school if needed, focussing on their welfare and wellbeing. You will closely monitor key groups: Pupil Premium, SEND, LAC, and any other vulnerable student, putting in any support required to best support them in achieving their potential.
- To act as a Deputy Designated Safeguarding Lead for the assigned school, reporting to, and working with, the school's Designated Safeguarding Lead, in ensuring all students can learn in a safe and nurturing environment.
- To communicate effectively and sensitively with students, parents/carers, staff and external agencies, to support students to remove or minimise (wherever possible) behavioural barriers to learning.
- To assess, monitor and report students' wellbeing and behaviour. This may include collating risk assessments, safety plans, behaviour points and staging documents.
- To be responsible for the organisation and to assist in the leadership of the tutor team/team around the school/team around the child/family around the school meetings, and student briefings/assemblies.
- Where relevant, guide the work of other staff in supporting students in order to remove or minimise behavioural barriers to learning.
- To assess, monitor and report students' behaviour.
- To assist in receiving information and offer advice about safeguarding concerns and to take appropriate actions whilst maintaining secure records and assisting with the monitoring of safeguarding cases.
- Contribute to maintaining and analysing records of students' progress.
- To be familiar with national and local safeguarding guidance and referral procedures and to assist in identifying and assessing the development needs of staff.
- To attend school events, such as Open Evenings, Year Seven Tutor Evenings etc.
- To keep all school staff, volunteers and visitors informed of good safeguarding practice.
- To observe health and safety and security requirements.
- To complete any appropriate records or documentation required by the Principal.
- To maintain good working relationships with other school staff and to cooperate with reasonable changes to daily work routines to assist the smooth operation of the school.
- To ensure that work undertaken complies with stated requirements and undertake appropriate training, as required.

Other:

- Respect any and all confidential information. In this role, it is of the utmost importance to maintain confidentiality at all times, both written and verbal.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Be able to work alone or as part of a team.
- Undertake training, update or review sessions as required.
- Supervision of all students on the school premises during the break times, before and after school as and when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the Academy's behaviour policy.
- To ensure Health and Safety regulations are complied with at all times
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be a point of contact and communication between parents and teacher/school when necessary.

Supervision and Management of People:

- The post holder will have no direct line management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.

Contacts and Relationships:

- Maintain regular contact with your line manager/SLT Link.
- The post holder will have contact with other staff members, students and parents when reporting on issues related to their relevant school.
- Liaising with external organisations when on-site to ensure pupil safety and that Health and Safety procedures are adhered to, and that contractors are made aware of relevant school procedures.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection.
- Following Academy policies consistently.
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using Academy computer/paper-based systems.
- Knowing the key factors that can affect the students' mental well-being and behaviour and promote the inclusion and acceptance of all students within your assigned school.
- Having a good knowledge of all external agencies that can support students, especially those that can support students with mental and physical health issues and any behavioural issues.
- Having a range of strategies to establish a purposeful and safe learning environment and to promote good behaviour.

Knowledge & Skills

- You must undertake Level 3 safeguarding training and keep up-to-date on any current safeguarding issues. Liaise with the DSL regularly and undertake any additional training as required.
- You must be familiar with the Academy's Behaviour for Learning Policy/Code of Conduct.
- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication
- Organisation
- Interpersonal skills
- Flexibility in working times on occasions
- Recognising own strengths and areas of expertise and using these to advise and support others.
- The ability to be flexible and creative with strategies.
- To be able to work accurately, under own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's dress code.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Close contact and consultation with all levels of staff within the school, the Trust and external bodies.
- Liaison with the IT Team
- Liaison with relevant staff from other schools within the trust as needed.

Decision Making

- Know when to seek help and advice.
- To establish and maintain clear systems and rationale
- Recognising own strengths and areas of expertise and using these to advise and support others.
- Work to set deadlines and to prioritise own workload.

Working Environment

- Working throughout the site on more than one floor.
- Own office accessible to students and staff, if needed, in the main central Hub of the school.
- General office equipment – to include access to a computer, printer, photocopier, fax, telephone etc.
- Spilt site
- Subject to frequent periods of lone working
- Travel to other AAT sites when required to assist other Academies as and when requested by the Trust.

Job description prepared by:	HR/SLT
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Date:	April 2022
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This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the functions of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.