**Job Description – Pastoral Support**

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| Job title | **Pastoral Support** |
| Grade | **GR3 Points 9-22**  **36.5 hours a week, term time only + 10 days** (Up to one week to be worked before the start of the academic year to prepare for new learners and changes to existing cohorts. Extra hours to be used to cover extra-curricular activities such as parents' evenings and working outside of Term-time subject to requirements to the school) |
| Responsible to | **Assistant Principal: for Behaviour** |
| Responsible for | **To support Heads of Years in ensuring the pastoral and academic progress of our learners across one or more-year groups in the Academy. Working with colleagues to ensure policies, behaviour and procedures are followed by all learners** |
| Effective from | **Sept 24** |

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| **Summit Learning Trust Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Role Purpose**

* To ***support*** ***Heads of Year in providing*** pastoral and academic ***support*** ***to ensure the*** progress of our learners across one or more-year groups in the Academy.
* ***Supporting*** colleagues to ensure policies, behaviour and procedures are followed by all learners
* To promote the educational success and outstanding outcomes of all our learners by encouraging and supporting learners to develop positive attitudes and behaviours towards learning

**Main duties and responsibilities:**

The role will contribute towards upholding Ninestiles, an Academy’s commitment to learning through the following actions and activities:

* Support the ***Heads of Year and*** tutors in ensuring consistency of practice by actively implementing school policies including; behaviour, attendance, uniform/equipment, form time programme and safeguarding
* **Support the monitoring of** the behaviour and attendance of students within the designated year group.
* ***Ensure that*** relevant stakeholders are aware of any issues with learners to ensure appropriate interventions can be made to address any areas of concern.
* **Support the Heads of Year in maintaining** regular liaison with parent/carers through email, telephone or meetings
* *To liaise with key stakeholders (such as Attendance Officers, Safeguarding Leads, LSU, BMR etc) to ensure our learners are subject to the highest possible safeguarding standards at all times*

Maintaining high expectations of students

* To ***support*** year group detentions and to ensure all students attend year group detentions
* Visual presence in corridors/canteen during transition times including break and lunchtimes
* Be a visible presence within the school day and at school events, such as Open Evenings, parent’s evenings, Yr. 6 into 7 evening, school trips, extra-curricular and social events including evening events
* **Support the Heads of Year in creating and promoting a strong year group** identity and spirit and lead the development of a culture of high expectations within your year.

Administration/Support

* **Support Head of Year implementing any** development plans which will help the academy achieve an outstanding provision.
* **Support** school wide activities, including the promotion of activities within each year group.
* **Work with Heads of Year to support** inter band activities and competitions
* To **support the** wider pastoral team.
* To undertake the full range of duties and responsibilities as required by the Principal as set out in this job description and any other duties commensurate to the post title which the Principal may deem to be appropriate.

**General Duties**

The expectations of all Ninestiles An Academy colleagues are:

* To act professionally at all times;
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage colleagues and learners to follow this example;
* To promote the academy’s corporate policies,
* To be flexible and adaptable.

**Safeguarding**

* Ninestiles An Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.
* Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.

The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.   All appointments will be subject to an enhanced DBS check, including a Children’s barred list check. Online searches of shortlisted candidates will also be conducted.