

Pastoral Support Vacancy

Job Description

Normal place of work: Ash Grove School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 32.5 hours per week term time plus 5 PAD days

Responsible to: Headteacher, Deputy Headteacher, Assistant/Associates Headteacher, and Pastoral Managers.

PURPOSE OF THE POST

To work with the Pastoral Managers / Senior Staff to ensure students are fully supported and safeguarded to enable them to develop their personal, social and academic qualities to the full.

The underpinning value of the work is to ensure that every pupil achieves their potential through the provision of targeted support and intervention, working with the school's Pastoral Managers, and using the key outcomes of 'Every Child Matters' agenda as a basis for their work.

The role will involve a mixture of dealing with parents, with pupils' behavioural and safeguarding attendance issues, intervening with difficulties around the school in terms of engagement support and working within our pastoral team.

DUTIES AND RESPONSIBILITIES

Support the Pastoral Managers to raise standards of attendance, behaviour and safeguarding for all students in the designated pathway through:

- Tracking and Monitoring attendance and punctuality for the designated pathway.
- Promote and manage the behaviour and reward system.
- Management of issues that arise, when Pastoral Managers are unavailable, with pupils who have behaviour issues or safeguarding issues.
- Management of behavioural issues that arise and keeping accurate records in lessons and around the school premises.
- Being a high-profile presence to support all staff to better manage students' behaviour, safeguarding and attendance.
- Contact with parents/carers as necessary, taking part in parental/carer meetings and events to address attendance and punctuality issues.

- Ensure that behaviour plans and safety plans are implemented and followed and that actions as part of positive handling are appropriately recorded.
- Contacting parents/carers to review student behaviour patterns and identify actions needed to improve standards of behaviour and in turn building strong relationships with parents and carers.
- Taking part in targeted intervention programmes to raise standards of behaviours and attendance for individual and groups of students.
- Tasking relevant actions to ensure all students in the pathways are effectively safeguarded and protected from abuse or neglect.
- Working alongside the Pastoral team, DSL & SENCO to ensure that each pupil has his/her needs met.
- Liaising with other relevant support agencies such as SEN, attendance team, social services and Connexions etc. to support students in difficulty.
- Communicating key issues regarding individual students to relevant members of staff.
- Taking steps to prevent bullying and support victims of bullying and play an active role in the school anti-bullying agenda.
- Taking part in student voice and leadership programmes.
- To assist the Pastoral Managers in taking necessary actions.
- Tracking and monitoring standards of behaviour, attendance and safeguarding.
- Supporting consistent application of the School Behaviour Policy and School Attendance Policy and involvement in activities linked to the execution of that policy including management and coordination of internal and external exclusions.
- To promote activities with pupils and engage with their families to ensure that access is available for pupils.
- Arranging and promoting reward activities within the designated Key stage / pathway.
- Taking part in meaningful SMSC/PSHE sessions as interventions for specific pupils.

OTHER RESPONSIBILITIES

- To use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other colleagues when required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as they arise.

Be committed to the trust safeguarding policies and practice, including diligent recording via CPOMs and 'close the loop' procedures for incidents recorded on Arbor and CPOMS

- Be aware of and support difference to ensure equal opportunities for all.
- To attend and participate in relevant meetings and events as required.

- Help to identify own personal development needs and actively engage in the CPD programme to develop skills and improve practice.
- To carry out supervision duties as directed in the break and lunch rota.
- Play a full part in the life of the school, to support its distinctive mission and ethos.
- To work professionally and effectively as part of a specific and wider school team and trust.
- To be a positive professional role model for all students.
- Treat all students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to staffs professional position.
- Engage actively in the school performance management process.
- Attend school events and activities as directed by the Headteacher.

SAFEGUARDING

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

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CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none">• GCSE A8-C in English, Maths and ICT or Level 2 Key Skills qualification in English, Maths and ICT• Possess good numeracy and literacy skills• Experience of following procedures and instructions• Experience of establishing and maintaining accurate records• Experience in dealing with parents/guardians• Experience of implementing strategies to improve standards of student attendance, punctuality and behavior• Experience of working with external agencies to organize appropriate guidance and support for students• Significant experience in an education setting with pupils with special educational needs• Ability to diffuse confrontational situations and calmness under pressure• Ability to engage and proactively deal with students and their issues• Attendance at relevant training events	<ul style="list-style-type: none">• NVQ 3 In Supporting Teaching and Learning and/or 'A' Level in English, Math's or ICT and/or degree qualification in a school based subject.• 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	<ul style="list-style-type: none">• Willingness to train to deliver group work with students/parents and be involved in engagement activities• Willingness to learn new skills and attend training courses as required• Knowledge and understanding of child protection and safeguarding issues and legislation• Knowledge of strategies to raise standards of behavior and attendance• Ability and willingness to ensure good discipline and adherence to school rules• Good organizational and record keeping skills• Ability to work as part of a team• Good ICT skills – including work processing & excel• Good oral and written communication skills• Ability to be able to manage own workload and prioritise• Knowledge of Arbor or similar or willingness to learn• Knowledge of data and/or willingness to learn	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have demonstrated their personal style and behaviour	

ESSENTIAL

- Excellent time management skills
- A passionate commitment to develop the best in young people