**JOB DESCRIPTION**

**Post Title: Pastoral Support officer/Deputy College Leader**

**Base School:** Finham Park 2

**Salary Level:** Grade 4

**Hours:** 36 hrs/week, Term-Time only plus 1 week

**Responsible to:** College Leader

**Job Purpose:** (a) to support College Leaders in the day-to-day management of student behaviour, including (but not limited to) restorative conversations, reintegration, reward, attendance and punctuality.

(b) to support the general well-being of students and to provide assistance concerning day-to-day student problems.

(c) to support all staff in ensuring high standards of behaviour and routine across the school.

(d) to equip students with the tools to improve their interactions with others so that they develop excellent communication skills.

(e) provide administrative support to the College Leaders / Assistant Headteacher (Support)

**Line Management:**

1. To work under the direction of the College Leaders / Assistant Headteacher (Support) in order to provide clear direction and effective management of processes that lead to improved behaviour & relationships.
2. To contribute to the work of the College Leaders and Mentors.

**Whole School Role:**

1. To provide, collate and develop resources that educate students in techniques that support a changed mind-set regarding their poor attitude to learning and interactions with others.
2. To attend multi agency review meetings as required.
3. To work with other post holders in reaching hard to reach families and students.
4. To provide cover support for mentor sessions as required.
5. To liaise closely with relevant College Leaders and teaching staff regarding concerns over the behaviour, attendance and well-being of individual students and to take action as appropriate. To make telephone calls as necessary.
6. To communicate with parents/carers of students as appropriate and be able to deal effectively with difficult conversations as appropriate.
7. To ensure that all support or assistance given follows the school policies and agreed procedures.
8. To report back to other members of staff on any concerns about students or actions taken and to fully document for the student’s file.
9. To fully understand the term ‘Safeguarding Children’ and adhere to set procedures regarding child protection.
10. To be flexible and be willing to adapt to the evolving needs of the school

**Supporting:**

1. Provide opportunities for the OOHSL (Out of Hours School Learning) program.
2. To work with the school in ensuring effective relationships with parents/carers are maintained.
3. To support on staff training related to restorative justice / behaviour management / pastoral support and attendance, as required.
4. To provide regular feedback which recognises good behaviour practice and supports staff in teaching students.
5. To implement systems for assessing, monitoring and recording individual student’s behaviour progress.
6. To provide a strategy for promoting and ensuring the effective wellbeing of students within the college.

**Administration:**

1. To take detailed incident statements from students and supervise groups of students presented after an incident.
2. To attend C.A.F family support meetings when necessary.
3. To support the Head teachers PA to research and prepare work for Governors Disciplinary reviews and co-ordinate attendance of governors and send out relevant paperwork.
4. To support the preparation of paperwork for exclusions and ensure a regular stream of work home and to advise Learning Supervisors in refocus of the student’s return.
5. To collect and maintain departmental/subject exclusion packs with the Refocus lead
6. To take part in appropriate training activities.
7. To organise and run school duties such as ‘Late Gate’ and punctuality detentions.
8. To liaise with Attendance team and EWO on a daily basis with regard to monitoring attendance.
9. To download CCTV to support investigation of incidents at school.
10. To provide uniform to students who are not wearing the correct items and collect it at the end of the day.