



Job Description

Job Title:	Pastoral Support
Salary:	D7 £20,444 to D11 £22,129 to be paid on a pro rata basis for part time working
Responsible to:	Principal / Vice Principal
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important Functional Relationships:	<u>Internal:</u> Principal, Vice Principal, Assistant Principal, SENDCO, Pastoral Support Managers, Teachers, LFs, Pupils <u>External:</u> Parents and Carers, Governors, LA, other agencies with legitimate interests in individual pupils

Main Purpose of Job:

To provide the vital support that enables staff to consistently apply academy policy and build an outstanding culture for learning. To organise and oversee the Reset room; to ensure consistent high expectations and standards allowing students to successfully return to the classroom environment.

Core Administration Tasks:

1. To ensure that records are up to date and available to the senior management team as required.
2. To ensure curriculum teams provide high quality independent learning resources and review these frequently.

Specialist Tasks:

1. To manage the internal reset space supervision across the extended Academy day (8:30 – 3:30pm).
2. To liaise with, as appropriate, the Pastoral Support Managers, Pastoral Leaders, Leadership Team, in the triage and the delivery of the behaviour curriculum.

3. To work with key internal contacts to obtain information relevant to the pupil's background, behaviour, attendance and achievement.
4. To liaise with curriculum staff regarding the provision of suitable work and ensure returned to staff for assessment.
5. To keep the teaching and pastoral team informed of the progress of individual pupils.
6. To work with the pastoral and teaching staff in planning and monitoring the reintegration of pupils into mainstream curriculum.
7. To make recommendations based on the work and behaviour of pupils when in the reset room.
8. To communicate promptly with the line manager and the appropriate agencies, concerning any serious concerns regarding a pupil's welfare.
9. To undertake regular communication with appropriate staff to ensure adherence to the Academy's policies and procedures.
10. To work with key staff in contributing to the review and development of Academy policies and processes relating to inclusion, adherence to DFES guidelines, and the success of the Academy's existing policies and procedures.
11. To monitor CCTV and communicate with teams via Google Chat.
12. To maintain a professional approach whilst building a rapport with students.
13. To be aware of, and adhere to, applicable rules, regulations, legislation and procedures.
14. To be responsible for one's own continuing professional development, undertaking training as appropriate and keeping familiar with relevant and current developments.
15. To undertake other duties as appropriate to the post as required.

Prepared by:
Date:

Pool Academy
March 2023

Person Specification - Pastoral Support

Attributes	Essential	Desirable	How Identified
Relevant Experience	Minimum of 3 years' experience of working with children and young people.	Experience of working with disaffected pupils in a supportive role within a school context. Experience in the role of teacher or teaching assistant.	Application Form / Interview
Education & Training	Attainment of GCSEs in English and Maths.	Education to degree level, attainment of A Level qualification or equivalent.	Application Form / Interview
Special Knowledge & Skills	<p>Understanding of why young people become disaffected in schools.</p> <p>Knowledge and experience of techniques and strategies for working with disaffected pupils.</p> <p>Ability to liaise with senior staff to discuss the pupils in their care.</p> <p>Knowledge and experience of de-escalating potential difficult behaviours.</p> <p>ICT competent with word and excel.</p> <p>Communication Skills.</p> <p>Organisation Skills</p>	Competent with school based data systems.	Interview
Any Additional Factors	<p>Self-motivated and enthusiastic.</p> <p>Flexible</p> <p>Ability to work in a team.</p> <p>Patient, friendly approach.</p>		Interview