

Job description

Job purpose

The post holder will be accountable to the Achievement Leaders and Assistant Headteacher (Behaviour & Attitudes). You will carry out a range of duties designed to enhance existing provisions, support learning, increase participation and encourage social inclusion.

Pastoral/Behaviour Support

1. Provide support for Achievement Leaders in pastoral areas including students on report, punctuality and attendance, absenteeism and truancy, student induction and integration, coaching and mentoring.
2. Provide support for Achievement Leaders in student behaviour internally and externally throughout the school day, monitoring uniforms, lesson punctuality, isolated or excluded student's behaviour, work completion and re-admission.
3. Promote positive relations and ensure excellent communication across the school community and with external agencies.
4. Provide on call cover, as part of a team, during lesson time and registration
5. Liaise with the AHT (Behaviour & Attitudes) & Pastoral Leads to identify those students in need of targeted support/intervention and be involved in appropriate monitoring.
6. Meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
7. When dealing with incidents of a serious nature refer and prepare reports/investigations for Achievement Leaders
8. To complete referrals to external agencies under the guidance of Achievement Leaders.
9. Liaise and respond to parents/carers, Achievement Leaders, teaching staff and students regarding pastoral concerns, attendance and special events.

Administrative roles

1. Provide administration and clerical support to Achievement Leaders including maintaining and updating reports, data, records of interventions, notice boards and filing.
2. Ensure good communication with parents/carers, members of school staff and outside agencies.
3. Organise work for absent students where appropriate.
4. Support the organisation of all Key Stage 3/4 events, including Parents' Evening
5. Promote and support Educational Trips and Visits
6. Work together with Achievement Leaders to organise and support key events with a particular year group as appropriate, including transition, primary liaison, visits with feeder primary schools, Option Choices, Work Experience and Review Days
7. Organise and run the detention rooms and support the Damascus Centre and Independent Study Room.



8. Maintain confidential file system and log all interventions on Arbor, liaising with the Designated Safeguarding Lead on safeguarding issues.

Other Responsibilities

1. Attend relevant training and take responsibility for own development.
2. Attend relevant school meetings as required.
3. To respect confidentiality at all times.
4. To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
5. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms in liaison with unions.
6. To undertake tasks and projects using personal and professional initiative within the parameters of the school's ethos, policies and procedures
7. To respond proactively to other initiatives as directed by the Headteacher

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

