

Salary: HCC Pay Scale Grade D

Hours: 22 hours per week, Monday -Thursday (08:50-14:50), Term time only (39 weeks)

Contract: Temporary Maternity Leave Cover

Working weeks per year: 39 weeks (term time only)

Responsible to: Safeguarding & Pastoral Support Manager

Principle Responsibilities

- To promote the excellent behaviour, attendance, and academic progress of all students by implementing the School's Rewards, Behaviour, Anti-Bullying, Safeguarding and other relevant policies and by supporting and assisting the work of other staff.

Primary Roles

Main Duties

- To work directly with students, parents/carers, staff and outside agencies as necessary to achieve high levels of well-being, attendance, behaviour and academic progress from all students.
- To provide pastoral support, care, and guidance to all students, especially those most in need, both formally and informally.
- To support the Assistant Headteachers, Heads of Year, Pastoral Support Manager and Tutors with their own interventions on student behaviour, welfare and attendance.

Behaviour for Learning

- To apply the Uniform, Behaviour, Rewards, and Anti-Bullying policies to all students in order that effective learning can take place.
- To apply Rewards and Sanctions to students for a range of behaviours in accordance with school policies, (including checks on uniform)
- To carry out investigations into incidents of poor behaviour, keeping accurate records and compiling reports, deciding on sanctions in consultation with the Head of Year or Assistant Headteacher where appropriate
- To work directly with and monitor individual students and groups of students whose behaviour is giving cause for concern in order to support improvements to their learning, behaviour and/or welfare (for example using Report Cards, Pastoral Support Plans, restorative justice approaches, mentoring).

- To liaise with parents and outside agencies as appropriate to address concerns about behaviour for learning and bring about improvement e.g., ELSAs, Social Services, Localities team.
- To write, review and implement Pastoral Support Plans; contribute to Education and Healthcare Plans, as required by Heads of Achievement or SENCO.
- Collect and distribute work for students with a long-term absence.
- Collect and distribute work for students in isolation or who receive fixed-term exclusions.
- Support the Assistant Headteachers, Heads of Year and Welfare Attendance Manager as requested in liaising with alternative off-site provision for individual students. This may include home visits.

Attendance

- To assist the implementation of the School Attendance Strategy with regard to the year group for example by advising/participating in attendance meetings as required, or by identifying reasons for unexplained absence, or carrying out attendance and punctuality checks on individual students.
- To carry out other duties appropriate to the post as contained in the School's Attendance Strategy.

Student Welfare

- Act to ensure the physical, emotional and pastoral wellbeing and health and safety of students.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns in line with school procedures.
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- Apply the Child protection and safeguarding procedures to all students in order to ensure their safety.
- Support students experiencing bullying and act to resolve their situation.
- Provide support, as necessary, for the year team Tutors, for example offering advice, following up referrals made by Tutors.
- Provide a liaison between teachers and students to overcome difficulties of communication and to ensure that individual student needs are met.
- Ensure effective communication is maintained with appropriate colleagues over individual students, including with school staff, to ensure student needs are understood and can be met.
- As necessary, attend and contribute to meetings in school relevant to the academic, social, or personal welfare of the student with students, their families, other staff and external agencies.

- To mentor and provide pastoral care and guidance to a case load of individual students as required, liaising with the Pastoral team, teachers, parents, and other agencies where necessary.
- To keep up to date with and make use of best practice in supporting students address emotional and psychological problems such as depression/anxiety/stress, eating disorders, anger management, diversity issues etc.
- To work with the Welfare & Attendance Manager and Head of Achievement when considering whether to refer students on to other specialist staff or external agencies and operate a referral and review procedure with those staff e.g with ELSAs, locality team members, SEN staff
- Organise a daily check on students causing concern.

General

- Ensure a consistent approach with students, parents and staff in all year groups.
- To assist with the organisation, setting up and staffing of parents' evenings.
- To support the co-ordination of year group trips and all events.
- To participate in the on-call / reflection room rota along with other staff.
- To assist with break and lunch supervision as reserve staff.
- To attend year team meetings and morning briefings.
- To contribute to the effective transition of students across phases e.g. Year 6/7 induction, KS4 options.
- Keep clear records of any student and parent contact through Arbor, CPOMs and internal communication procedures.
- Maintain accurate and up-to-date student information in liaison with the outside agencies.
- Maintain accurate and up-to-date information about student support and intervention strategies.
- To undertake any other reasonable duties as required by the Headteacher.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.