



## Pastoral Year Co-ordinator

### JOB DESCRIPTION

#### Role Purpose:

The purpose of this role is to oversee the general welfare, progress, behaviour and overall pastoral needs of students in a specified year group(s) and to address pastoral needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.

#### Key Accountabilities:

Reporting to Senior Leader responsible for Inclusion, this post holder will be accountable for:

#### General duties and responsibilities

- To lead on co-ordinating appropriate interventions for students in your year group whose attendance, behaviour or achievement is a concern
- To manage and co-ordinate behaviour interventions.
- To advise first aid staff on sending sick students home, where applicable
- To follow all safeguarding procedures and to work closely with child protection leads to ensure identified students are closely monitored.
- To contribute ideas to the development and improvement of pastoral support assisted by information and experiences of good practice in other establishments
- To collaborate with College Co-ordinators ensure continuity and progression of pastoral provision throughout the school.

#### Pastoral Support

- To provide intervention strategies to students who experience barriers to their learning.
- To liaise with relevant colleagues to agree appropriate coaching / support for any disadvantaged or disaffected students not already identified and/or those at risk of disengagement.
- To work with identified vulnerable students and any others requiring support.
- To work with students in partnership with parents, appropriate staff and other agencies to bring about improved behaviour and attendance.
- To liaise with external agencies regarding student welfare, pastoral, transition, health and attendance issues and ensure that all staff are aware and act on this information.
- To provide support for staff by attending liaison meetings
- To challenge and motivate students, promote and reinforce self-esteem, and support students' access to learning using appropriate strategies and resources
- To support and mentor students who are consistently making poor choices to resolve issues that are creating barriers to learning.
- Calm and diffuse difficult situations involving students, staff and parents
- To encourage students to become more actively involved in academy life including charity and community work

- To support student transition between years
- To track and monitor targeted students where there are concerns over attendance (e.g. attendance deteriorating or returners to school) in partnership with existing school systems
- To act as a role model to students and approach and challenge students on their behaviour, punctuality and attitudes to learning and each other.
- To support students who are in the year on a temporary basis from other schools.
- To support students who are admitted under FAP, supported transfer or LAC
- To support staff with students on report
- To support students working with external agencies such as CAMHS and complete referrals (in liaison with SENCo)
- To provide rapid/immediate response to staff when there are incidents on and off site and follow up as soon as possible with students and families

#### Monitoring and Evaluation

- To work with SLT and staff to co-ordinate, monitor and evaluate the effectiveness (and consistency) of all achievement/pastoral support strategies, communication & record keeping
- To be involved in strategic discussions and operational actions about behaviour and attendance in relation to vulnerable groups including LAC, FSM, DSEN, ethnicity and any other identified groups.
- To work with staff in managing, implementing and evaluating parental engagement systems to improve student engagement including reporting, parental meetings and structured conversations.
- To ensure all documentation and records relating to behaviour, achievements and extra-curricular participation of students are accurately maintained and processed appropriately in line with school and MAT policies
- Ensure all dealings remain appropriately confidential and consideration given to all parties

#### Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with the school and MAT policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with the school and MAT policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

Lyng Hall and Finham Park Multi Academy Trust are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.