

### Job Description

JOB TITLE	Pastoral Coordinator
REPORTING TO	Assistant Headteacher – Safeguarding
RESPONSIBLE FOR	n/a
HOURS	37 hours per week
SALARY	Scale I – SCP 22 – 25 (fte £27,041 to £29,577)
CONTRACT	Permanent, full year
JOB PURPOSE	In collaboration with the Head of Year, Lead the provision of pastoral care within the school for specific year groups addressing the needs of students requiring support to overcome barriers to learning, to raise their aspirations and to achieve their full potential.

#### Main responsibilities

- Help develop and implement policies and/or procedures relating to the Pastoral Care of our students.
- Offer information, advice and guidance to others regarding the support of students. This could include sharing knowledge of activities, courses, organisations and individuals that can be accessed to provide additional support to students.
- Positively reinforce high standards of behaviour, anticipating and managing challenging behaviour and conflict.
- Collate evidence when poor behaviour occurs and incidents need investigating, working closely with the Head of Year to positively handle such incidents.
- Monitor and report on attendance, working with students and their families to improve poor attendance.
- Follow the school's policy and procedures on Safeguarding and Child Protection, and encourage student awareness of personal safety and well-being.
- Act as a Designated Safeguarding Lead and carry out all of the related responsibilities of the role for specific year groups.
- Act as a Mental Health First Aider for specific year groups.
- By investigating information and analysing patterns/trends in a range of data, take a lead in the comprehensive assessment of students, in conjunction with the Head of Year, teaching and other support staff. Areas of investigation and analysis could include:
  - Significant and consistent underachievement;
  - Poor behaviour as compared to peers;
  - Failing motivation and/or confidence;
  - Difficulty in concentrating and being focused;
  - Poor attendance and/or punctuality;
  - Behaviour that places the child or others at risk
- Create and implement support plans for identified students, relating directly to their individual needs and circumstances.
- Monitor and evaluate student responses, progress and achievements against the support plan through methods such as observation, interviews and the gathering of relevant data over a specified period of time.

- Amend the support plan as appropriate to take into account ongoing assessment of student progress and individual needs and circumstances.
- Establish and maintain positive and appropriate relationships with students that engage, motivate and remove barriers to learning, aimed at achieving the goals defined in their support plan.
- Be a “point of contact” between the school and external agencies involved in supporting students, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for students. This could include attendance at relevant meetings, e.g. TAF Meetings, CIN Meetings or CP Meetings.
- Maintain regular contact with families/carers of students in need of additional support, keeping them informed of the student’s objectives and progress, and securing positive family support and involvement. The role could include conducting home visits to facilitate this.
- When undertaking transition work, work flexibly with other schools to promote a speedy and smooth transition for the student(s), including the effective transfer of appropriate student data/information.
- Be involved in supporting new students to the school.
- Keep abreast of current developments through networking with colleagues and professional associations.
- Improve own practice through training, observation, evaluation and discussion with colleagues. Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in meetings within the school as required such as DSL, MPT, HOY and Year Team meetings

*This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi-Academy in relation to the post holder’s professional responsibilities and duties, all individual tasks undertaken may not be identified. The post holder may be required to undertake other tasks appropriate to the level of appointment as required by their Line Manager.*

*This job description is current at the time of issue, but in consultation with you may be changed to reflect or anticipate changes in the job commensurate within the grade and job title.*