|  |  |
| --- | --- |
|  | THE LOXFORD SCHOOL TRUSTJOB DESCRIPTION |

**Post** Year Care Team

**Grade** UQTS + TLR to be negotiated

**Start Time**: Hours to be confirmed

**JOB SUMMARY**

* To be in charge of a full pastoral service that addresses the needs of students, helping them to overcome barriers to learning both inside and outside of the School and guiding students to achieve their full potential. To work alongside Teachers and the Head of School and all other staff to support the School’s positive behaviour code.

# PRINCIPAL ACCOUNTABILITIES

* The Care Team will deal with issues which include:
* The management of the Year Care team assigning responsibilities for internal exclusion throughout the School day logging all referrals and ensuring that letters informing parents are sent the same day.
* Covering teaching staff only in emergency.
* To lead on improving student behaviour, achievement and self esteem by using the expertise available on child development and the influences of the home / school environment which affect motivation, attitudes and performance, taking part in training as reasonably required.
* Working with the Achievement Team Leader to meet with all families and students as a part of the behaviour policy as the first port of call.
* Providing pastoral advice and information to students and their families. Working closely with parents of children who are at risk of exclusion, ensuring that they understand the consequences of continued poor behaviour by the student.
* To work independently but collaboratively, making agreed and notified home visits to families causing or expressing concern, keeping all appropriate School staff fully informed of the proposal to visit, the purpose and recording and communicating the outcomes.
* High Visibility in the year group following the year cohort around school and working with them in the classrooms and at break and lunchtime.
* Leading in internal exclusion
* Offering emotional support
* Uniform
* Addressing student behaviour
* Restorative Justice
* Monitoring punctuality and attendance concerns, working with individuals to set targets to improve attendance and punctuality students whose attendance is below 85%
* Attending child protection case conferences and core meetings when required
* A point of contact for parents
* Addressing initial behavioural concerns link between home and school
* Pastoral Support Plans
* Child Protection
* Gate Duty in the morning and other duties assigned.
* Support the In-Year Admissions.
* To ensure, when and where applicable, a medical risk assessment has been completed for those students who have an injury.
* Examination invigilation

**RESPONSIBILITIES:**

Main Purpose:

To provide a full range of Pastoral Care for all students within School. Working in partnership with Teachers and senior staff.

Main Duties and Responsibilities

1. To support the School’s vision of pastoral support.
2. To maintain high visibility with students, staff and parent/carers
3. Initially to be a point of contact with outside agencies and families/carers of students: to keep them informed of the student’s needs and progress, and to secure a positive family support and involvement, to be the first point of contact.
4. To work closely with identified staff to ensure the needs of all students are met.
5. To aid in the organisation of and attend Year evenings Celebratory Events, School Review Day or any other events pertaining to the year attached to.
6. To support the mentoring or counselling provision offered within the School.
7. To develop a full knowledge of the range of activities, courses, opportunities, organisations and individuals that may be drawn upon to provide additional support for individual students. This will include:
	* Working with students and their families
	* Working with a variety of School staff including Inclusion, EAL, and SEN.
	* Working with outside agencies including YOT, CAHMS, Social Services, the police etc.
8. To contribute to the monitoring of, and intervention in, cases of unauthorised absence and erratic punctuality.
9. Reward successes in line with the School’s positive reward scheme.
10. To ensure all student records are kept up to date.
11. To evaluate the pastoral role.
12. To attend and support year assemblies with the aim of leading on them.
13. To lead in Year 6 – 7 Transition.

As part of this role you may be required to attend and work with students during school holiday periods. This will occur when needed and with notice.

# JOB CONTEXT

**Reports to:** Headteacher

**Supervises:** N/A

**Contacts:** All staff and students within the School and various external agencies

**Financial Responsibilities:** N/A

**Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

**Special Conditions of Service:**

The postholder may be required to work outside of normal School hours on other occasions, with due notice.