



# Blessed John Henry

# Newman RC College

## JOB DESCRIPTION

|                   |   |
|-------------------|---|
| <b>JOB TITLE</b>  | Pastoral Coordinator  |
| <b>DEPARTMENT</b> | Pupil Wellbeing   |
| <b>GRADE</b>      | Grade 5 [24-29] £18,702- £22,098, 36:40 per week, term time only + 5 days |

### Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

### JOB PURPOSE

Leading of the provision of a complementary service alongside teachers and other colleagues within the school to address the needs of pupils who need support to overcome barriers to learning to raise their aspirations and achieve their full potential.

### KEY TASKS

- To develop and implement policies and/or procedures relating to the Pastoral service provision.
- To lead on activities for groups of pupils and/or parents, this could be single activity or ran as part of a series of events. The activities could cover a variety of topics such as promotion or self-esteem, anti-bullying, social development or learning/homework techniques. Activities should relate to needs identified within the school and have associated outcomes/objectives.
- To offer information, advice and guidance to others regarding the support of pupils. This could include sharing knowledge of activities, courses, organizations and individuals that can be accessed to provide additional support to pupils.
- To use the college systems and procedures to positively reinforce good behavior, anticipate and manage challenging behavior and conflict, improve, monitor and report on attendance and removing barriers to learning. To follow the college's policy and procedures on Safeguarding,

and to promote pupil's awareness of personal safety and well-being.

- By investigating information and analyzing patterns/trends in a range of data, take a lead in the comprehensive assessment of pupils, in conjunction with teaching and other support staff.  
Areas of investigation and analysis could include:
  - Significant and consistent underachievement
  - Poor behavior 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
- To develop and implement action plans for identified pupils relating directly to their individual needs and circumstances, which could be particularly complex needs, to overcome barriers as suggested above.
- To monitor and evaluate pupil's responses, progress and achievements against the action plan through techniques such as observation and gathering relevant data. To amend the action plan as appropriate to take into account ongoing assessment of pupil's progress and individual needs and circumstances.
- To establish and maintain positive and appropriate relationships with pupils that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- To provide a range of information, advice and guidance to support and enable pupils, tailored to their specific needs, to make choices about their own learning and behavior.
- To provide objective and accurate feedback and reports, written and verbal, appropriate to the intended audience regarding pupil progress and achievements, ensuring the availability of suitable evidence.
- To be a "point of contact" between the college and external agencies involved in supporting pupils, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for pupils. This could include attendance at relevant meetings, e.g. CAF Meetings, CIN Meetings or CSE Meetings.
- To maintain regular contact with families/careers of pupils in need of additional support, to keep them informed of the pupil's objectives and progress, and to secure positive family support and involvement. The role could include conducting home visits to facilitate this.
- When undertaking transition work, to work flexibly with other schools to promote a speedy and smooth transition for the pupil(s), including the effective transfer of appropriate pupil data/information. To be involved in supporting new pupils to the school.
- Undertake pupil welfare duties and administering first aid as necessary and liaising with parents/staff in accordance with school procedures.

- Exam invigilation as required
- To monitor pupils behaviour at social times, including lunch and before/after college.

#### **STANDARD DUTIES**

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognize one's own strengths and areas of expertise and use these to advise and support others.
- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- Appreciate and support the role of other people in the team.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- All support staff take an active role in the care and guidance of pupils and the post holder will be expected to fulfill the role of assistant to the Lead Form Tutor.

#### **CONTACTS**

Pupils, staff, parents, external agencies and visitors.

#### **RELATIONSHIP TO OTHER POSTS**

Responsible to: Pastoral Team Manager

|          | DATE           | NAME                          | POST TITLE                      |
|----------|----------------|-------------------------------|---------------------------------|
| PREPARED | Helen McCardle | 21 <sup>st</sup> January 2014 | Director of Support<br>Services |
| REVIEWED |                |                               |                                 |
| REVIEWED |                |                               |                                 |