

Job Description

Post:	Pastoral Coach
Salary Grade:	Band 8, Points 19 – 23 of the SFC Support Staff Pay Scale
Responsible to:	Head of Pastoral Studies

Key Purpose:

1	To raise the attendance, retention and achievement of students. To work with students who have been referred for mentoring from Personal Tutors and Curriculum staff. To help and assist the students with life skills, social skills, time management, organisation and attitude to study and to remove barriers to learning in order that the student achieves to their potential.
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Responsibilities:

1	Participate in key College processes as required e.g. enrolment
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter
3	To work flexibly in the interests of the organisation as required
4	To participate in appraisal and to undertake staff development activities as appropriate
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To assist in the induction of students into college and ensure that they are aware of the different kinds of personal support they can access (financial, careers, counselling etc.)
b	To assist in monitoring student's academic progress, including attendance, punctuality and achievement, in close consultation with teachers, personal tutors, parents/guardians and other staff.
c	To assist in developing and monitoring individual action plans for students.
d	To ensure students make full use of the college's study support services, and ensure that referral to appropriate services is timely and effective.

e	To attend meetings with parents or carers of students, and to attend Parents' Evening when necessary.
f	To act as the student's advocate, ensuring that the student is aware of their rights and responsibilities, and that any incidents of discrimination, harassment or bullying are dealt with promptly and effectively.
g	To provide advice and support on personal, social, health and welfare issues, and refer students to other sources of support as necessary.
h	To encourage participation and provide support in the colleges, enrichment programme, including trips, visits, sporting and creative activities.
i	To ensure that students' achievements and successes are celebrated in line with the colleges' recognition strategy.
j	To liaise with relevant internal and external agencies, in particular local secondary schools and the Connexions service to ensure that support needs are identified and met early.
k	To maintain accurate records of contacts with and support given to students in the agreed caseload.
l	To record an initial assessment for all learners via tutorial for the purpose of highlighting support needs to Additional Support Team.
m	To conduct home visits with support from Pastoral Team.
o	To participate in Person Centred Reviews for specific learners as directed by the Head of Pastoral Studies.
p	To carry out any other duties or activities in line with college specific requirements.
q	To carry out any other duties commensurate to the post as required by the Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Pastoral Coach

Qualification	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
	1. Level 3 qualification 2. Literacy and Numeracy level 2 or a willingness to obtain qualification within a specified time.	Application / Certificate Application / Certificate	a. Counselling / First Aid / Child protection qualification or relevant training b. Degree in relevant discipline	Application / Certificate Application / Certificate
Experience	3. Experience of providing support for young people - 11-16 environment or post 16 environment 4. Ability to motivate and inspire students with differing abilities and needs 5. A friendly, encouraging and positive approach with students 6. Good organisational skills and accurate record keeping 7. Experience of using IT systems	Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview	c. Experience of working with 16-19 year old students (and /or adults 19+) d. Experience as a Learning Mentor.	Application / Certificate Application/ Interview
Skills/ Qualities	8. Ability to work under pressure whilst maintaining accuracy and meeting deadlines. 9. Ability to work on own initiative. 10. A flexible team player. 11. A passionate belief in the value of education	Application/ Interview Application/ Interview Interview Interview	e. Familiarity with the Every Child Matters themes.	Application/ Interview

Other	12	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	13	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview		
	14	DBS Check acceptable to college will be undertaken for successful applicant	Appointment		