

Job Description: Pastoral Support with Responsibility for Attendance

Reports to:	Outreach Worker
Start date:	26th February 2018, or as soon as possible thereafter
Location:	Ark Tindal Primary Academy/ Ark Birmingham Primaries
Contract:	40 hours per week, Term Time only
Salary:	Full time equivalent salary £21,480 - £27,090, actual salary £20,439 - £25,777.

The Role

To support vulnerable students and their families to ensure attendance and punctuality are above the national average to drive forwards progress and attainment.

To support families and pupils within school to access learning as appropriate.

Key Responsibilities

- Improve attendance and punctuality to ensure it is above national average
 - Track pupils who are late and absent and obtain reasons why to encourage improved levels of attendance, share information as necessary with pastoral team
 - Liaise with class teachers to provide appropriate work for pupils who are absent from school for more than three days
 - Track and supervise pupils who have not been collected at the end of the school day
 - Prepare weekly attendance analysis reports for the SLT and an in-depth half termly report identifying trends and strategies used to combat these
 - Run spotlight campaigns for families with persistent absenteeism
 - Organise and attend home visits as necessary
 - Work with families and pastoral team to provide necessary support including parents' evenings and coffee mornings
- To help support all vulnerable children in liaison with pastoral team and SLT
 - Maintaining student and family confidentiality
 - Plan and implement strategies for pupils to ensure all pupils adhere to accepted behavioural norms
- To support individuals and groups of pupils to help them learn, including:
 - Providing personalised behaviour support to individuals and groups of pupils in liaison with class-teachers and pastoral team
 - Planning and facilitating small group mentoring
 - Planning and undertaking direction for one to one drop-ins
 - Assisting pupils achievement outside the classroom e.g. library, school trips etc.
- To support teachers and other colleagues to create an effective, safe and purposeful learning environment, including:
 - Working with teachers to assess the needs of individual children
 - Working with the pastoral team and other teachers to implement strategies and develop resources for pupils who have behaviours that interfere with learning and building relationships

- Assisting with behaviour management within and outside the classroom supporting and implementing the academy wide routines
- Supporting Breakfast Club/ walking bus as appropriate
- Providing additional Lunchtime and break time support
- To monitor the progression of all identified pupils and implement interventions in liaison with class-teachers and pastoral team
 - Through data analysis observe, record and feedback information on student performance, analyse trends and liaise with class teachers and SLT to close gaps
 - Monitoring the progression of all identified pupils and implement interventions to address emotional and behavioural concerns.
- The post holder may be required to undertake other duties that are commensurate to the post holder's abilities and position.
- To be three-day first aid trained and administer first aid within school following the correct policies and procedures.
- Any other duties as directed by the Head of School

Person Specification: Pastoral Support with Responsibility for Attendance

Qualification Criteria

- Right to work in the UK.
- English and Mathematics GCSE (or equivalent) at grade C or above (desirable).
- First Aid qualification or equivalent (desirable).

Knowledge, Skills and Experience

- Experience of establishing effective, appropriate relationships with a variety of young people at the relevant age.
- Experience of working with challenging young people.
- Experience of managing difficult behavioural situations calmly and confidently.
- Experience of dealing with minor first aid issues calmly and confidently.
- Experience of establishing effective relationships with families, stakeholders and the wider community that the Academy serves.
- Experience of working with targeted children, their families and other stakeholders within and outside of a school.
- Experience of communicating with parents in order to address pupil issues
- Competent user of Microsoft Office and confident to learn and use new technologies.
- Experience of raising standards and attainment through attendance and punctuality monitoring (desirable).

Behaviours

- Displays an enthusiasm for working in a challenging educational environment.
 - Ability to self-manage using own initiative as well as working as part of a team.
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- Demonstrates self-control and adaptability.
- Has strong written and oral communication skills.
- Has good listening skills enabling the effective building of relationships with colleagues, pupils, parents and other third parties.
- Possesses the ability to implement the necessary routines and patterns to establish good behaviour management within the school.
- Maintains confidentiality and discretion at all times.

Personal Characteristics

- Genuine passion and belief in the potential of every student.
- Helpful, positive, calm and caring nature.
- Able to establish good working relationships with others.
- Able to follow instructions accurately but make good judgements and lead when required.
- Communicates high expectations.

Other

- Upholds ethics and values, demonstrates integrity and promotes and defends equal opportunities.
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced Disclosure and Barred Service check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.
