

Job Description: Pastoral Support Coordinator

Reports to: Assistant Principal

Pay Scale: Band 3 Professional (£26,345 - £33,353 FTE/£22,631 - £28,651 Actual)

Working Pattern: Term Time Only, 39 weeks per year plus training days, 37.5 hours per week

Role Summary:

The Pastoral Support Coordinator role is an integral part of the school's pastoral team, dealing with a range of matters across the College such as safeguarding, mental health, learning habits, student staff interactions, and student behaviour management. You will need to have a calm and professional approach as this role requires the formation of strong and trusting relationships with students and their families in order to support our students to achieve their utmost potential.

Key Responsibilities:

- Offering support to students with any perceived problems, through discussion, practical resolutions and where necessary arranging referrals. Also liaising with families and/or external agencies where appropriate.
- To work with tutors, senior staff and support staff to ensure that students are successful, confident and happy, and to think creatively of how to achieve this with more challenging students.
- To ensure that students follow the school's high expectations both in and out of the classrooms and to maintain a consistent approach to student behaviour throughout the school.
- In conjunction with form tutors, subject teachers, Heads of Department and the SENDCO as appropriate, promote student well-being in order to improve student outcomes.
- Provide administrative and practical assistance for the Heads of Year and SLT, in promoting student well-being in order to improve learning.
- Conduct investigations into student disciplinary issues and/or allegations about other students as required by HOY/AP, collating and managing relevant paperwork.
- Arrange meetings with parents and outside agencies and attend as appropriate and when required; Support individual student needs by completing referrals, for example for counselling.
- Ensure that Child Protection matters are passed to the DSL in accordance with statutory and school policy.
- Support and maintain the tracking of student data, including rewards, detentions for no homework, uniform and lateness, monitoring students' attendance at these detentions and logging further sanctions as necessary.
- Assist in the supervision of student detentions, ensure that accurate lists of names for detention are placed on student notice board each day and that parents are informed as well as co-ordinating detention rotas.
- Meet regularly with Heads of Year to identify, discuss, and set strategies to secure the progress and attainment of students.
- To carry out supervision in the Reflection Room when required.
- Collate and provide work for suspended students, where necessary.



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- Receive and check data on students' attendance and punctuality, referring concerns to Heads of Year, and Assistant Principal.
- Liaise with Classroom Teachers, SENDCO and LSAs as appropriate.
- To liaise with parents/carers and to provide appropriate help and guidance on a day-to-day basis e.g. to discuss the welfare of students; report incidents; contact parents when students are unwell;
- Further monitor the Year Groups' attendance and punctuality. Liaise and support the attendance team with attendance data, including follow up with telephone calls home and or home visits when deemed appropriate.
- To liaise as necessary and when required with external agencies, including Social Services, Local Authority and others.
- Cover lunch and break duty daily.
- To record student involvement in extra-curricular activities.
- When appropriate, to resolve issues between and for students and to respond to requests for assistance from staff regarding students in the year Group.
- As appropriate, assist/organise/oversee students' activities within the year groups.
- As required to assist in the distribution and signing of reports; to be involved in the checking of school uniform and equipment and as appropriate to distribute items of uniform/equipment.
- Provide administrative support.
- Contribute to the Pastoral team, developing the pastoral support system and attending meetings as required.
- Attend and contribute to Information assemblies as and when required.
- To participate within the on-call rota.
- Where needed, liaise with external agencies in order to support students.
- Once trained, provide first aid as and when required.
- Challenging students when behaviour issues arise around the school and following up as necessary.
- To maintain discipline in accordance with the schools' Behaviour for Learning policy, and to encourage good practice with regard to attendance, punctuality, behaviour, and learning.
- Complete additional tasks as directed by the line manager or Head Teacher.

Other:

- This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children
- Be aware of and comply with policies relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the College
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in relevant meetings as required
- Participate in training and CPD as required
- Recognize own strengths and areas of expertise and use these to advise and support others
- Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

General Accountabilities:

- Be responsible for your own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of United Learning and Cambridge Academic Partnership, and their commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current



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legislation/standards.

- To support the academy by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.