

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Pastoral / Year Lead</b>
<b>Job Purpose:</b>	To be responsible for the management and pastoral support of a designated cohort of students
<b>Responsible to:</b>	Vice Principal through Student Support Manager
<b>Responsible for:</b>	Ensuring all the designated students are supported and that home and academy liaison drives their progress
<b>Liaising with (Working Relationships):</b>	Teaching staff Support staff
<b>Hours of Work:</b>	Full Time
<b>Grade and Range of Post:</b>	Scale I
<b>Current Base:</b>	
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS disclosure
<b>Main / Core Duties:</b>	To follow academy routines and processes as directed To provide appropriate pastoral support to students To work as a member of the student support team To be the primary point of contact for parents / cares of designated students
<b>Operational Planning:</b>	To support the implementation of operational/strategic plans relating to student support team
<b>Service Provision:</b>	To ensure that students are appropriately met at the start of each day To visit forms, attend assemblies and supervise students at lunchtime To perform duties as directed by Student Support Manager To ensure that all administration and record keeping for designated students is kept up-to-date and legal responsibilities are fulfilled To monitor report cards, parenting contracts and behaviour contracts as appropriate To liaise with the Attendance Officer and the Safeguarding Officer as part of the student support team ensuring information sharing and collaborative working To work with parents in ensuring students are supported To arrange induction of new students into designated cohort as necessary

## JOB DESCRIPTION

	<p>To be the responsible adult for all designated students and provide appropriate guidance and support</p> <p>To identify where support for students and their families is needed and liaise with other professionals within the student support team and with Progress Coaches to ensure appropriate provision</p> <p>Provide academic mentoring for designated students</p> <p>Understand and monitor student progress targets</p> <p>Support the academy's reporting processes and attend parents evenings</p> <p>Identify students who require additional academic mentoring and ensure this is put in place</p> <p>To provide First Aid within the Academy</p> <p>To support students with medical conditions as required.</p>
<b>Service Development:</b>	<p>To continually seek to develop service improvements</p> <p>To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management</p>
<b>Staffing and Staffing Development:</b>	None
<b>Recruitment / Deployment of Staff:</b>	None
<b>Quality Assurance:</b>	<p>Ensure that parents and students understand and are able to act upon academic reports provided by the academy</p> <p>Support designated students in order that their attitude and behaviour in lessons contributes to delivering excellent teaching and learning</p> <p>Ensure that all designated students follow the behaviour and uniform policies of the academy and represent the academy well in the community</p>
<b>Management Information and Administration:</b>	<p>To ensure all documentation relating to the pastoral progress of designated students is kept up-to-date and legal responsibilities are fulfilled</p>

## JOB DESCRIPTION

	<p>To undertake administrative duties as required to perform the role</p> <p>To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person</p>
<b>Communications:</b>	To ensure that all communications with service users demonstrate the values of the Midland Academies Trust
<b>Marketing and Liaison:</b>	<p>To develop, nurture and maintain the positive image of the Midland Academies Trust</p> <p>To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Midland Academies Trust</p>
<b>Management of Resources (Other than People):</b>	To take responsibility for the safe use and safe keeping of Trust resources
<b>Corporate Responsibility:</b>	To abide by and implement all policies and procedures of the Midland Academies Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures
<b>Other Specific Responsibilities:</b>	<p>To contribute to the overall ethos, work and aims of the school and Trust</p> <p>To carry out all duties in the most effective, efficient and economic manner</p> <p>Ensure that all communications with parents demonstrate the values of the academy and the MAT</p> <p>Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the MAT are exemplified in attitude, language and behaviour</p>
<b>General Statement:</b>	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title
<b>Date:</b>	March 2017