



Job Description

Pastoral Support Coordinator – Key Stage 3

37 Hours per week – Term time +5 days (39 weeks total)

Grade 6 (£21,334-£23,380)

Job Purpose

- To keep up to date with changes to legislation and initiatives in relation to the safeguarding of young people.
- To ensure students flourish within the school environment and achieve their full potential.
- To communicate effectively and attend key meetings in relation to students, parents, staff and outside agencies.
- To support all staff in meeting the highest standards in relation to pastoral care.
- To provide strategic support to the transition of Key Stage 2 pupils into secondary school
- To provide pastoral care to the new Year 7's and support all students through their first year of secondary school, removing barriers to learning and encouraged good attendance and behaviour.

Duties and Responsibilities

- To assist the DSL and Family Support Worker (DDSL) in the triage of potential safeguarding concerns to the Safeguarding team.
- To work with Year 7, 8 and 9 and alongside their Heads of Year, providing outstanding pastoral care.
- To provide the initial point of contact and day to day guidance and support for students with pastoral concerns.
- To work with the SLT, Head(s) of Year, Pastoral Leaders and external agencies in the identification of vulnerable students and to make calls to relevant agencies when required.
- To encourage active participation of children/parents/carers with other professional staff who provide support.
- Use CPOMS or equivalent to document any concerns in a timely and detailed manner.
- To advise and educate students and parents on staying safe including issues of online safety.
- To undertake home visits alongside the DSL, the Family Support Worker or the Attendance Officer to identify barriers to education and provide appropriate support for families.
- Provide information and reports to outside agencies as requested.
- Keep accurate records relating to contact with individual students and families and ensure they are up to date
- Use student records to inform an appropriate course of action.
- Provide regular updates to the line manager on the progress of the identified caseload at regular meetings.
- Provide specific information for, and contribute to, Statement Reviews, Exclusion Hearings, Child Protection Conferences and other reviews as required.
- Deal with the immediate day to day pastoral concerns of any student or direct them to the relevant member of staff to support.
- Deal with difficult situations and/or individuals in a confidential, calm, fair but effective manner.
- Meet regularly with the SENCO and Pastoral Team and take part in planning meetings.
- Take part in training activities to further knowledge.
- To provide own transport to attend meetings as and when required

Support with Transition (Year 6 to Year 7)

- Provide support throughout the academic year to ensure that pupils settle into their new environment easily and quickly.
- Support the development of primary-secondary partnerships which respond to the needs of the cluster and individual schools.
- Support the Head of Year 7 in the monitoring of progress for Year 7 pupils to avoid slippage.
- Regularly liaise with feeder schools to facilitate the smooth transition of pupils from primary to secondary school.

- Liaise with the Head of Year 7 and special educational needs coordinator (SENCO) regarding special educational needs and disabilities (SEND) provision for individual pupils who will be joining in Year 7.
- Liaise with the SENCO in order to provide the necessary SEND provision for new Year 7's.
- Organise buddy systems, where necessary, to help individual pupils settle in at the school.
- In collaboration with the Head of Year 7, discuss any problems regarding new pupils, such as medical or behavioural issues, with primary schools.

Other Specific Duties

- Attend Parents evenings / open evenings.
- Undertake a break/lunchtime duty on a rota basis.
- Undertake a first aid qualification and support the Medical Needs Coordinator alongside other support staff on a rota and emergency basis.
- Access to your own vehicle to be used in relation to the role.
- Work closely with the Behaviour Manager and help integrate students back into lessons.
- Supervise Internal Exclusion on a rota basis where necessary.
- Support the in-house alternative provision centre.
- Provide administrative support and contribute to displays around school.
- Investigate incidents and collation of statements. Informing parents and updating Arbor.
- Support the Attendance Officer in monitoring attendance in Key Stage 3.
- Attend weekly meetings.
- Administer routine tests and invigilate examinations where required.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's corporate policies
- To continue personal development as agreed
- To engage actively in the performance review process
- To undertake any other reasonable duty not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues/students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

