**JOB DESCRIPTION**

**Job Title:** Pastoral Support Coach

**Academy:** The Stephen Longfellow Academy

**Pay Range:**  C1 (Term Time Only +5 days)

**Role:**

* To challenge and motivate students, promoting and reinforcing self-esteem
* To work under the guidance of the Senior Pastoral Coaches and within an agreed programme.
* To ensure that students are appropriately supported to fully participate in lessons, enrichment and break and lunch time and any additional therapy or group sessions.
* To implement agreed work programmes with individuals or groups, in and out of the classroom.
* To support the classroom teacher in addressing the needs of all students but especially those students who need particular help to overcome barriers to learning.
* Establishing productive working relationships with students, acting as a role model and mentor.

**Main Duties:**

1. Supervise students not working to a normal timetable.
2. Manage students’ personal needs and provide advice to assist in their social care, health and hygiene development.
3. Participate in the comprehensive assessment of students to determine those in need of particular help.
4. Manage the development and implementation of individual Education/ Behavioral/ Support/ Mentoring plans and behaviour management strategies.
5. Develop one to one mentoring arrangements with students and provide support for students in crises, signposting to provisions within the academy or within the community.
6. Promote the speedy and effective transfer of students across phases and the integration of those who have been absent.
7. Provide information and advice to enable students to make choices about their own learning *I* behaviour / attendance.
8. Provide feedback to students in relation to progress, achievement, behaviour and attendance.
9. Liaise with feeder schools and other relevant bodies to gather pupil information and compile necessary reports supporting both the induction of new students and the reintegration of those returning to their mainstream school.
10. Provide objective and accurate feedback and reports to other staff on pupil achievement, progress and other matters as requested.
11. Establish constructive relationships with parents and carers including the exchanging of information and facilitating their support for their child's attendance.
12. Establish constructive relationships and communicate with other agencies/professionals in liaison with the classroom teacher, to support progress of students.
13. Be aware of and comply with, policies and procedures relation to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
14. Carry out pupil risk assessments, work with parents and deliver therapy under the guidance of the clinical psychologist

*The Stephen Longfellow Academy is committed to safeguarding children and the successful candidate will be subject to an enhanced DBS check.*

**PERSON SPECIFICATION**

**Job Title:** Pastoral Support Coach

**Academy:** The Stephen Longfellow Academy

**Pay Range:**  C1 (Term Time Only +5 days)

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How identified** |
| SKILLS  Very good numeracy/literacy skills and English/ Maths GCSE A-C or above  Ability to plan effective actions for students at risk of underachieving  Ability to relate well to children and adults and able to support families with students challenging behavior  Ability to work constructively as part of a team | Application form &  selection process  Application form  & selection process  Application form  & selection process  Application form  & selection process | Ability to self-evaluate learning needs and actively seek learning opportunities | Application form &  selection process |
| KNOWLEDGE& UNDERSTANDING  Full understanding of the range of support services/providers  Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation  Working knowledge of national curriculum and other relevant learning programmes  Understanding of principles of child development and learning processes and in particular, barriers to learning  Experience of working with students with additional needs | Application form &  selection process  Application form &  selection process  Application form &  selection process  Application form &  selection process  Application form &  selection process | Understanding classroom roles and responsibilities and your own position within these  Experience working with children of all ages | Application form &  selection process  Application form &  selection process |
| QUALIFICATIONS/ TRAINING  NVQ 3 for Teaching Assistants or equivalent qualification or experience | Application form & selection process Certificate |  |  |
| OTHER CONDITIONS | Enhanced DBS  Check |  |  |