



SOUTH WESTMORLAND MULTI ACADEMY TRUST

KS4 Pastoral Coordinator

Job Description

Name:

Salary:

NJC Salary Scale 4 points 7-11 £19,554 - £21,166 pro rata

Hours:

37 hours per week - term time plus 1 week

The job description may include all such other duties as the Head and Trustees may reasonably expect from time to time.

Purposes of the Post

The post will carry two primary functions:

1. Pastoral support for students in Year 9 and 10
2. General intervention support for students underachieving in more than one subject area or with behavioural issues. Note this will not require the post holder to have specific subject knowledge rather to support students to develop the generic skills required to be successful in school; i.e. personal organisation, time management, prioritising, social and interpersonal skills etc.

Relationships

1. The post-holder reports to the Assistant Headteacher responsible for Behaviour.
2. The post-holder interacts with other professional colleagues, students and parents should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at Dallam School.

Main Responsibilities	Expected Standards
<p>Pastoral Coordinator</p> <ul style="list-style-type: none"> • Monitoring students' attendance and punctuality • Where necessary / appropriate to make home visits with another colleague to address attendance and other issues or where parents find it difficult to get in to school • Acting as first point of reference for issues relating to student, welfare and behaviour • Prompt response to parental concerns 	<ul style="list-style-type: none"> • Issues are quickly identified and appropriate strategies put in place • Strong links are made with hard to reach families • Students and parents know who to refer to • Responses are prompt • Serious issues or students causing concern in several areas are quickly identified

<ul style="list-style-type: none"> • Prompt referral of more serious issues to Achievement Leader, Education Social Worker or Assistant Head as appropriate • Liaison with outside agencies appropriate to the role • Monitoring students' progress using SISRA and Excel • Intervening with students requiring support to help develop generic strategies and skills required for success in secondary education; including attending RAP meetings • Management of arrangements for Parents Consultation Evening, including, letter & text to parents, student appointments, set up arrangements & refreshments • To work closely with the Achievement Leader where there is a cross over between welfare and behaviour issues and student achievement • To link closely with the relevant Achievement Leader / Head of Sixth Form / Primary Schools over transition issues • Support in interviewing new students • Management of issues to do with admission of students • Organisation of work for excluded or isolated students • To manage students on report at the appropriate level • To open and run Early Help Assessments to facilitate progress and pastoral issues • Minutes and notes are taken 	<ul style="list-style-type: none"> • Students with more complex needs are quickly referred to outside agencies • Students requiring support are quickly identified • Intervention is successful • Parents' Consultation evening run smoothly • A clear overview of students is maintained • Transition is smooth • School secures good working knowledge of all new students prior to arrival • Admissions are dealt with promptly and supportively • Work is provided in a timely manner by subject staff • Reports are well managed • Minutes and notes are taken promptly. Paperwork for Early Help Assessments are kept up to date in accordance with Authority guidelines • Prompt and accurate minutes and notes taken
Security	
First Aid <ul style="list-style-type: none"> • To maintain a regular first aid qualification • To be available as required to provide first aid for students or staff as part of a team of first aiders 	<ul style="list-style-type: none"> • First aid is prompt, sympathetic and effective
General	
Dress and Appearance <ul style="list-style-type: none"> • To maintain the highest standards of smart business dress • To maintain a professional demeanour at all times 	<ul style="list-style-type: none"> • A positive image is portrayed at all times
Self-Development <ul style="list-style-type: none"> • To continually seek development opportunities in order to improve personal performance 	<ul style="list-style-type: none"> • CPD co-ordinator is advised of training needs • Development opportunities are sought and acted upon
Attitude <ul style="list-style-type: none"> • To act as a professional and positive ambassador for the school in order to support the school's mission and profile 	<ul style="list-style-type: none"> • Positive / constructive feedback from parents / students / visitors / colleagues / supporters. • High level of self-motivation and encouragement of others

<p>Policy Promotion</p> <ul style="list-style-type: none"> To actively promote the school's Equal Opportunities, Health & Safety, Data Protection policies to ensure that the school operates effectively and fairly in line with legislative requirements 	<ul style="list-style-type: none"> Low level of complaints received Positive working culture is demonstrated Positive feedback from performance management Positive feedback from H & S audits
<p>Child Protection</p> <ul style="list-style-type: none"> To adhere to the school's Child Protection and Safeguarding procedures 	<ul style="list-style-type: none"> Procedures followed Low level of complaints due to breach of procedures
<p>Confidentiality</p> <ul style="list-style-type: none"> To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people 	<ul style="list-style-type: none"> Low level of complaints due to breach of confidentiality Demonstration of actions to protect confidentiality
<p>Flexibility</p> <ul style="list-style-type: none"> To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation 	<ul style="list-style-type: none"> Willingness to experiment with new methods and approaches / initiative taken Enthusiasm towards changing circumstances

Dallam School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager.

Signed: (Post Holder)

Signed (Line Manager)

Date.....

The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.