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| **Position Title** | **Pupil Coach** |
| **Location** | **Holsworthy Community College** |
| **Reporting to** | **Assistant Head Teacher for Behaviour** |
| **Hours** | **1365 hours per annum**  **35 hours per week, term time plus non pupil days** |
| **Work Pattern** | **Monday to Friday 8.30am to 4.00pm (to include 30 minutes break)** |
| **Grade/Salary** | **Grade D** |
| **Start Date** | **1st September 2019** |
| **Organisation** | **Dartmoor Multi Academy Trust** |

There are 16 schools within The Dartmoor Multi Academy Trust. Holsworthy College is part of the Holsworthy Federation group of schools, along with Bradford, Bridgerule and Black Torrington Primary Schools.

Your main place of work will be Holsworthy Community College but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Job Purpose:**

The main focus of the role is working with our students and providing an additional layer of pastoral support. This support will include matters relating to behaviour, attendance and safeguarding. It is essential that candidates have experience of working with young people and have effective interpersonal and communication skills and the ability to self-manage. Candidates also need to be able to work well under pressure and know how to prioritise tasks.

**Main Responsibilities:**

The post holder will finally be responsible to the Head Teacher, but will be responsible in the first instance to: Assistant Head Teacher for Behaviour.

* To work under the guidance of the Assistant Head Teacher and the Heads of House.
* To work as part of the on-call team to deal with incidents, resulting in a positive learning outcome, of poor behavior, bullying, problems associated with relationships between pupils and the breaking of the Schools Behaviour Policy.
* To work alongside the Safeguarding team and update CPOMs as required.
* To log incidents as required using SIMS.
* To liaise with Tutors, Heads of House, Data Administrator, Attendance Officer, Educational Welfare Officer, Careers South West, PCSOs, Nurses, Counsellors and the Learning Support Unit.
* To monitor students’ progress especially identified “vulnerable groups” (e.g. Free School Meals and Children in Care) with respect to their behaviour through a range of strategies.
* To establish constructive relationships with parents/carers, exchanging information, facilitating support for their child’s attendance, access and learning and supporting home to school through a positive partnership.
* To be on duty during break time and lunchtime.
* To support the other Pupil Coaches and deal with incidents as they occur.
* Provide clerical/administration support e.g. dealing with correspondence, compilation, and analysis, rewards and sanctions, exclusions, making phone calls, writing reports.
* Be part of the Level 3 Safeguarding Team and support students and parents as required.
* Support the multi-agency approach with administrative support e.g. completion of ‘Rights for Children’ and other documentation as required.
* Participating in training and other learning activities as required.
* Implementing systems for monitoring, evaluation, behaviour, written and ICT.
* To attend meetings as per annual calendar.
* To be involved in the tutor programme.
* To be the first ‘port of call’ for vulnerable groups, during break time and lunchtimes.
* To fully ‘induct’ new pupils to the year group.
* To manage inter tutor group competition and year boards.
* To meet as a team regularly to ensure consistency of approach.
* To deliver pupil centered interventions either 1:1 or small groups as required/ appropriate.

**Variation in the Role:**

Given the dynamic nature of the role and the structure HCC it must be accepted that as the school develops and changes there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive.

**Person specification**

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| **Category** | **Essential Requirements** | **Desirable Requirements** |
| Education and Training | * Five GCSEs (or equivalent qualification). | * GCSE Grade C or above including Maths and English, or equivalent qualification. |
| Experience | * Experience of working with young people. | * Experience with education or youth work. |
| Knowledge | * Proficient user of Microsoft applications, e.g. Word, Excel and Database. | * Knowledge of SIMS   Understanding of safeguarding and child protection procedures. |
| Skills/Abilities | * To work well within a team and have the ability to work alone. * Ability to relate to young people, parents and carers in an empathic manner. * Ability to deal with sensitive issues with confidence and professionalism * Ability to prioritise own workload. * Excellent communication skills including face to face, telephone and in writing. |  |

**All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the**

**welfare of children and young people.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure**

**Barring Service (DBS) and expects.**