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## Willingdon Community School



### Job Description

<b>Title:</b>	<b>Pastoral Support Leader</b>
<b>Hours:</b>	<b>39 hours per week/40 weeks worked</b>
<b>Grade:</b>	<b>East Sussex Single Status Grade 5</b>
<b>Accountable to:</b>	<b>Head of Year (HoY)/Assistant Headteacher and/or Business Manager</b>

#### MAIN PURPOSE OF ROLE:

To work collaboratively with Year teams and Senior Leadership team in relation to student progress, attendance and behaviour. To liaise with all stakeholders; parents, students and teaching staff and multi agencies where appropriate.

To oversee the wellbeing of all student including medical information, referrals to agencies and ensure the correct provision is in place to allow students to thrive. To retrieve and organise data relating to students and ensure students and Heads of Year are updated in a timely manner, ensuring confidentiality is maintained.

#### RESPONSIBILITIES:

- Lead the daily operational management of student behaviour, including call out, behavior interventions such as the internal exclusion room and lead on behaviour for learning strategies and group work; including the management of School to School placements.
  - Support HoY with a range of student related matters, including behaviour, welfare and achievement as well as safeguarding issues. Support on safeguarding investigation on behalf of the designated safeguarding team. Prepare data in preparation for Middle and Senior level leadership meetings.
  - Meet with students, parents/carers as necessary. Meet with multi agencies and other partnership schools.
  - Implement and manage sanctions and behaviour support strategies.
  - Write and organise referrals to external agencies and chair relevant meetings on behalf of the Head of Year and/or Assistant Headteacher.
  - Responsible for writing and coordinating school based plans relating to students, liaising with both parents/carers and external professionals. To chair these meetings as required.
  - To deputise for the HoY in their absence on relevant matters, when appropriate
  - To provide comprehensive administration of telephone conversations, student and parent/carer interviews and post exclusion meetings and any other admin support as required, including updating Arbor on actions taken and general updating of student records.
  - Identify and arrange for relevant referrals of support for students exhibiting high levels of anxiety, emotional issues etc, dealing proactively and sensitively with those issues, offering guidance and support as appropriate
  - Prepare for assemblies and tutor time activities including the collation of certificates, rewards and any paperwork required.
  - Run intervention activities to address the need of the year group, this could including Reading
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intervention programs, Behaviour for Learning or attendance groups.

- To analyse achievement and behaviour data and in liaison with the Assistant Headteacher and Head of Year, to meet with the HoY's and/or Assistant Headteacher on a regular basis as part of pastoral support process.
- To analyse the attendance data and target set student for early intervention.
- To safeguard students in alternative provision making welfare calls and visits to ensure student still feel part of the Willingdon student body.
- Liaise with the Inclusion team regarding alternative provision and behavioural strategies on behalf of the Head of Year and Senior Leadership Team.
  
- **Medical Conditions & Healthcare plan**
- To regularly inform staff of student medical conditions/special requirements.
- To provide accurate and up to date information to teacher's for field trips and school journeys. To advise staff on how to administer necessary student medication.
- To identify students who may require Healthcare Plans for specific medical conditions.
- To attend meetings with various health care professionals to discuss particular students and their needs. To cascade this information to relevant school staff and update any information when parent/carer has deemed this necessary.
  
- **School Vaccinations**
- The management and organisation of these programmes. The HPV and Meningitis 'C'/School Leavers Booster both take place twice during the school year. This also involves arranging the timetable and liaising with a team of nurses to ensure the vaccinations run smoothly.
  
- **Rewards system**
- Administer the Rewards programme on behalf of the Director of Transition, including the regular monitoring and reporting of reward points totals to the respective HoYs, liaising with outside agencies in respect of sponsorship/donations etc for the reward items.

**General:**

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Committed to the safeguarding of children and the promotion of their welfare within school.
- To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
- To perform such other tasks as may reasonably be required by the Assistant Headteacher and/or SLT as may reasonably be required, appropriate to the grading of the post.
  
- The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of

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responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or up-date this job description and/ or the place of work after consultation with the job holder.

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SIGNATURE OF JOB HOLDER:

DATE:

SIGNATURE OF LINE MANAGER:

DATE:



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**Willingdon Community School****Person Specification**

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**TITLE: Pastoral Support Leader****RESPONSIBLE TO: Head of Year/Assistant Headteacher and/or Business Manager**

This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification in the application form and any supporting statement.

	<b>Essential</b>	<b>Desirable</b>
Job Experience & Knowledge	<p>Experience of undertaking a range of administration type duties</p> <p>Good level of literacy and numeracy to include GCSE or equivalent in English Language and Maths</p> <p>Experience of, or willingness to learn, a range of computer applications - be IT literate, ideally with experience of Arbor, Excel and databases</p> <p>An understanding of child protection and its importance within the school</p>	<p>A sound knowledge of the work of a school, with the emphasis of the safety of students, staff and visitors</p> <p>Experience of working within an educational setting</p> <p>Experience of working in an advisory/support capacity</p>
Skills/Abilities & Competencies	<p>Ability to work in an organised and methodical manner</p> <p>Good communication skills</p> <p>Patient and calm manner</p>	<p>Flexible approach</p> <p>Willingness to undertake relevant professional development</p> <p>Use of initiative to support people in your care.</p>

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	<p>Ability to work alone, under own initiative and be self-motivated</p> <p>Strong planning &amp; follow up skills</p> <p>An empathy and rapport with young people whilst maintaining an authoritative approach</p> <p>To have excellent people skills and maintain relationships, at all levels.</p> <p>Ability to maintain efficient record keeping systems</p> <p>Ability to produce accurate and up-to-date records/reports as required</p> <p>Ability to take personal responsibility for organising day to day targets</p> <p>Ability to demonstrate excellent keyboard skills for accurate computer input and retrieval</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work in a discreet and sensitive manner along with diplomacy &amp; persuasion; maintaining confidentiality at all times</p>	<p>The ability to hold difficult conversations with staff &amp; parents/carers should this become necessary.</p>
<p>Personal Qualities</p>	<p>Ability to demonstrate commitment to Equal Opportunities</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</p> <p>Always have the “can do” attitude</p> <p>To be committed to continually improve</p>	