



ST. JOAN OF ARC Catholic School

JOB DESCRIPTION

TITLE OF POST: Pastoral Support Lead

ACCOUNTABLE AND RESPONSIBLE TO: Assistant Headteacher i/c Pastoral Team

MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support the Headteacher and staff in the following key areas of operation of the school:

- Administrative and practical support for Learning Coordinators in their role of managing the behaviour, progress and well-being of students
- To contribute to the school's work to keep all students safe and ensure that all safeguarding procedures and practices are as effective as possible
- To contribute to ensuring that the school is a disciplined, well-ordered place for purposeful learning to take place
- To contribute to student achievement and progression through the effective inclusion for students
- To mentor students to help them to overcome barriers to learning and to access the curriculum, promote aspirations and raise achievement

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

Working for designated Learning Co-ordinators to support their students in the following areas:

Students:

- To recognise every student in each year group as a unique individual with their own specific needs, gifts and talents and to get to know students as well as possible.
- To assist the regular checking and preparing of punctuality and attendance reports
- To assist with whole year activities, which are likely to promote a sense of community
- To assist with the induction of new students in their designated year groups who join the school during the academic year.
- To assist with insisting on high standards of co-operation and behaviour
- To assist the Learning Co-ordinators by collecting and processing information about students as required and provide additional help and support as needed
- Liaising with external agencies and parents under the direction of Learning Co-ordinators
- Supervise pupils when applicable
- Plan, facilitate/ deliver and evaluate a mentoring programme for identified students
- Report/feedback to line manager any concerns/evidence of pupil progress

Communication:

- To liaise with the form tutors, SENCO, SLT, the Pastoral Team and others as necessary
- Celebrate success through the use of displays, newsletters etc
- Each week ensure all behaviour and reward statistics are recorded, analysed and actions needed are communicated with Learning Co-ordinators
- Communicate positive and negative concerns to parents and carers working with them and the Learning Co-ordinator/ SLT to ensure improvement where there are concerns
- In collaboration with Learning Co-ordinators all student records are kept up to date using the internal logging system to ensure analysis of behaviours and issues can occur

Parents:

- To assist the Learning Co-ordinators in making contact with parents and arranging meetings with parents as necessary.
- To assist the Learning Co-ordinators in taking calls or contacting parents in the absence of the Learning Co-ordinator or form tutor
- To assist the Learning Co-ordinators in arranging Parents' Academic Review Days.

OTHER:

- Carry out student supervision lunchtimes
- Participate in Pastoral Team meetings and other meetings relevant to the year group
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Directly work and report to the learning coordinator on a daily basis
- Record non-attendance to academic review for Learning coordinators to follow up
- Any other administrative and secretarial tasks as directed by the Learning Coordinators.
- Attend training courses and performance management interviews as directed by the line manager.
- Undertake any other reasonable tasks as directed by the line manager or the Headteacher.

This job description is subject to change and development.