

Job Description Pastoral Support Coordinator

Contract: Herts H5 payscale, Part-time, term time only plus 1 week

Responsible to: Assistant Headteacher

Job Purpose

- Support the Heads of House with pupils who have additional emotional, social, behavioural and learning with work completion
- Offer pupils access to small group/1:1 support in areas such as social skills, protective behaviours, self esteem, friendships etc and work with pupils to help them to consider the choices they have made
- Engage more specialist services if required
- Liaise with external agencies in supporting students

Duties

The Pastoral Support Coordinator will:

1. Provide targeted support to children and young people and their families by engaging them in time limited one to one/group support which may include:
 - Helping students to understand reasons for their behaviours and developing strategies to improve it
 - Working with children, parents/carers in a school context, building their engagement in the child's learning and developing positive home/school relationships
 - Providing or signposting appropriate intervention programmes for vulnerable children and their families (this may include outreach work and home visits)
 - Liaising with parents/carers
2. To advise and inform parents/carers about relevant local services and where appropriate support Heads of Houses in making referrals to other agencies to access specialist support to increase their capacity to support their child's learning.
3. To advise and inform parents/carers with the support of the Family Liaison Officer about relevant local services and where appropriate support the Heads of House to make referrals to other agencies to access specialist support to increase their capacity to support their child's learning.
4. Liaise and work under the guidance of the Assistant Headteacher
5. Manage appointments for students with external agencies and manage information sharing from such meetings
6. Administration tasks such as coordinating the Head of House messages for the school, calendar management for House events, creating and updating Tutor slides.

7. Triage Student Services when necessary
8. Provide safeguarding support services which may be out of school hours

The Pastoral Support Coordinator can expect to make a particular contribution to building team commitment and will

- provide a role model for professional practice in the school
- make a distinctive contribution
- contribute effectively to the whole team
- maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information

At all times the postholder will remember that Tring School is a Church of England School first and foremost, where all actions and relationships should be founded principally on Christian values, the National Curriculum and the policies of the Governing Body.

The duties and responsibilities listed above describe the post as it is envisioned. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

- You will have experience of direct work with children, young people, parents and carers, and the knowledge and understanding of how to respond to a diversity of needs and backgrounds.
- You will have knowledge of children and young people's development, Child Protection and Safeguarding policies and procedures.
- You will have good communication skills and the ability to engage positively with children, young people and their families with a solution focussed approach to 'hard to reach' families.
- You will be able to engage positively and negotiate, with professionals from a range of services to access appropriate support for children and families.
- You will have good organisational, administrative and time management skills including record keeping and computer literacy.
- You will have a willingness to learn new skills and develop understanding of key agencies when relevant
- You will be able to work effectively and collaboratively as part of a team

January 2022