

Job Profile

Community / Pastoral Support

Job purpose:	To contribute effectively to the management of pastoral care and to be accountable for the day to day supervision of the pastoral support team if required. To monitor and support the overall progress and development of students.		
Reporting to:	Headteacher, School Business Manager		
Responsible for - Staff	NA		
Liaising with:	Headteacher, SBM, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/carers		
Grade of post:	G6	Gauge ref:	A23520
Disclosure level:	Enhanced		

Job Outline

- To support the leadership and management and development and monitoring of the school pastoral care function To identify, monitor and evaluate student progress tracking, target setting and mentoring and supervise students when required liaising regularly with parents/carers.
- To play an active role in the development and implementation of all safeguarding policies and supporting procedures.
- To work with the relevant senior manager to identify students who are vulnerable.
- To provide counselling/mentoring where appropriate or to act as link to relevant agencies.
- To plan and deliver workshop sessions on a range of issues and to plan and deliver extra curricular opportunities as appropriate.
- To ensure the maintenance of accurate up-to-date information concerning the relevant area.
- To implement and maintain robust reporting systems to monitor and evaluate the pastoral function and to be responsible for child protection documentation.
- To assist with the development relevant school policies and procedures and ensure they are effectively implemented.
- To contribute to the development of effective links with partner schools, the community.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

To promote actively the school's corporate policies.

To supervise students as required.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Person Specification / Selection Criteria Pastoral / Community Support

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with young people aged 2-11 in a voluntary or other professional capacity	E		A, I, R, P
Experience and understanding of Every Child Matters within a school setting	E		A, I
Experience of working in secondary school sector or similar environment		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
Degree or equivalent relevant qualification		D	A, I
5 X GCSE's at grade C or above including English & Mathematics	E		A
Counselling or Mentoring qualification – level 2		D	A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements for the relevant Key Stage in order to give appropriate support and preparation to children	E		A, I
Knowledge of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I

	Essential	Desirable	Source
Understanding of the main challenges for pupils in the school setting		D	A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues		D	A, I
Knowledge of monitoring, evaluation and review processes to raise standards	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement and in particular high quality learning and teaching	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across all phases of learning	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation			
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I