

Job Description for Pastoral Support co-ordinator

Hours: 22 hours per week

Reporting to: Head Teacher and SENCOs

To address the needs of pupils who need particular help to overcome barriers to learning.
To be a member of the SEND team and Safeguarding and Child Protection Team and to manage elements of the caseload of children with any Social Care input.

SUPPORT FOR PUPILS

Manage and deliver pastoral support to pupils

Assist in the supervision of pupils excluded from, or otherwise not working to, a normal timetable

Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development

Undertake comprehensive assessments of pupils to determine those in need of particular help

Assist the teachers with the development and implementation of Individual Education/Behaviour/Support plans

Manage the provision of support for vulnerable and at risk pupils including any pupils who may need alternative placement

Establish productive working relationships with pupils, acting as a role model

Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils

Manage the effective transfer of pupils across phases in particular Yr 6 to 7

Manage the integration of those who have been absent, in particular after exclusions

Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance

Challenge and motivate pupils, promote and reinforce self-esteem

Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

SUPPORT FOR TEACHERS

Support pupils' access to learning using appropriate strategies, resources etc

To manage the pastoral support of key pupils in the school

Work with other staff in planning, evaluating and adjusting learning activities as appropriate

Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording

Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence

Manage record keeping systems and processes

Manage the development and implementation of appropriate behaviour management monitoring and strategies

Manage liaison with secondary schools and other relevant bodies to share pupil information

SUPPORT FOR THE CURRICULUM

Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning

Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

Assist the SENCOs in the development of provision across both sites

SUPPORT FOR THE SCHOOL

Comply with and assist the Head and SENCOs with the development of policies and procedures relating to child protection, health & safety, and SEND.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos/work/aims of the school

Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils

Attend and participate in regular meetings as and when necessary

Participate in training and other learning activities as required

Recognise own strengths and areas of expertise and use these to advise and support others

Be responsible for the provision of out of school learning activities within guidelines established by the school

Contribute to the support offered to parents in the care of children at risk or in care

Administrative support e.g. dealing with correspondence, compilation/ analysis/reporting on exclusions etc., making phone calls etc

Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, emotional well-being, access and learning and supporting home to school and community links