Abbeyfield School

JOB DESCRIPTION

PASTORAL LEADER

Responsible to: Headteacher

Line Manager: Assistant Headteacher / Raising Standards Leader

Responsible for: Supporting the Raising Standards Leader with all aspects of support and guidance, student welfare and targeted intervention. Other key pastoral priorities as directed by Assistant Headteacher e.g. Safeguarding, Transition, Promoting good mental health and well-being.

KEY TASKS

- To be directed to work on support and guidance issues by the Raising Standards Leader and then take appropriate action
- To be directed to oversee internal exclusions, support and guidance detentions and students with planned intervention and support programming in school
- To inform, consult and liaise with the Raising Standards Leader regarding student concerns and make recommendations regarding exclusions where appropriate to the Raising Standards Leader
- To write behaviour plans for certain students, oversee the implementation and monitor progress
- To create and maintain a comprehensive and up-to-date record of intervention and strategies for
  identified students in liaison with the Raising Standards Leader
- To support students with social, emotional and behavioural difficulties
- To support students on alternative curriculum and part time timetables
- To respond to any “on calls” within the school which require students being supported back into the classroom or removed from lessons in conjunction with the Raising Standards Leader
- To facilitate and oversee support and guidance within the school, e.g. peer mentoring
- With the Raising Standards Leader monitor the absence of students and work with the Attendance Officer and Education Welfare Officer to improve attendance
- To develop strategies with the Raising Standards Leader to promote student inclusion
- To ensure that the Student Support office is available to students during break and lunchtime.
- To attend evening events and meetings such as Open Evenings, parents’ evenings and meetings with parents as necessary.
- To be an active part of the school safeguarding team. Monitor, report, and action support for individual students. Communicate and share information as part of an effective multi-agency group.
- Undertake Wiltshire advanced safeguarding training and remain up to date with specific yearly training.

Mid-Year Admissions and transition

- To obtain information about new students to the school who arrive mid-term and then pass this information to the Raising Standards Leader/SLT so that they can liaise with parents
- To organise an induction programme for any new student arriving mid-year
- To form strong links with feeder primary schools. Support the Raising Standards Leader to organise visits, events, and activities as part of the transition process.
- Communicate with colleagues from other schools to gain insight and understanding of individual students and their needs.

Administration of Medical Room

- Hold the 3-day First Aid at Work qualification (or be willing to undertake training.)
- Ensure first aid is delivered to students in need as a first point of call
- Maintain and update relevant medical support training, e.g. Epipen.
- Review, record, and administer medicine where required.

SUPPORT TASKS

- To inform and meet with students and with parents as required
- To provide student returns and data as required
- To provide electronically processed documents as required

OTHER DUTIES

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Hours of Work: Up to 37 hours per week
Hours to be confirmed eg:8am-4pm Monday to Thursday, 8am-3.30pm Friday, with half hour unpaid lunch break.
39 weeks per year

Grade H grade - £29,269 - £31,364 pro rata per annum

All appointments are subject to satisfactory references, DBS and health checks.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required