



## Support Staff: Job Description and Person Specification

<b>Position Title</b>	Pupil Coach
<b>Reporting to</b>	Assistant Principal Behaviour and Attendance
<b>Hours</b>	21.75 hours per fortnight, term time plus non pupil days (39 weeks)
<b>Grade/Point</b>	D8

**This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.**

### Summary of Role:

The core purpose of the role is working with our students and providing an additional layer of pastoral support. This support will include matters relating to behaviour, attendance and safeguarding. It is desirable that candidates have experience of working with young people, but more importantly have effective interpersonal and communication skills to support the welfare and wellbeing of young people. Candidates should be able to work well under pressure and know how to prioritise tasks and manage their own workload.

- Contribute to the values and beliefs of the school and the Trust.
- Consistently role-model and uphold a relational approach and hold colleagues to high standards in their own practice.
- Act as a powerful advocate for young people in the school and in the wider community.
- Share and embed trauma and relational practice across the school through modelling, coaching and training.
- Build deep contextual understanding of young people and use the knowledge to inform approaches and relationships.

### Main Duties and Responsibilities:

The post holder will be responsible in the first instance to the Assistant Principal, but overseen and responsible to the Principal.

- To work under the guidance of Assistant Principal and the Heads of House.

### Job Purpose:

- To work as part of the On-call and Triage team to deal with incidents, resulting in a positive learning outcome, of poor behaviour, bullying, problems associated with relationships between pupils and the breaking of the Schools Behaviour Policy.
- To work alongside the safeguarding team and update CPOMs as required.
- To log incidents as required using Arbor and Classcharts.
- To liaise with tutors, heads of House, data administrator, attendance officer, educational welfare inclusion lead, PCSOs, nurses and counsellors.
- To monitor students' progress especially identified "vulnerable groups" (e.g. free school meals and children in care) with respect to their behaviour through a range of strategies.
- To establish constructive relationships with parents/carers, exchanging information, facilitating support for their child's attendance, access and learning and supporting home to school through a positive partnership.



- To be on duty before and after school, break time and lunchtime.
- To support and work as a team with the other pupil coaches and deal with incidents as they occur.
- Provide clerical/administration support e.g. dealing with correspondence, compilation, analysis, rewards and sanctions, exclusions, making phone calls to families and writing reports.
- Be part of the Level 3 safeguarding team and support students and parents as required.
- Support the multi-agency approach with administrative support e.g. completion of 'Rights for Children' and other documentation as required.
- Participating in training and other learning activities as required.
- Implementing systems for monitoring, evaluation, behaviour, written and ICT.
- To attend meetings as per the annual calendar
- To be involved in the tutor program.
- To be the first 'port of call' for vulnerable groups, during break time and lunchtimes.
- To fully 'induct' new pupils to the year group.
- To meet as a team regularly to ensure consistency of approach.
- To deliver pupil centred interventions either 1:1 or small groups as required/ appropriate.

#### **Variation in the Role:**

Given the dynamic nature of the role and the structure HCC it must be accepted that as the school develops and changes there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive.

#### **Data Protection / General Data Protection Regulations Compliance**

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.



## Person Specification

Criteria	Essential	Desirable
Professional Qualifications and Learning	<ul style="list-style-type: none"> <li>5 GCSEs at grade C and above, Including English &amp; Maths</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Working with young people or in teams to support the development of others</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience with Education or Youth Work</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Proven ability to communicate effectively, verbally and in writing, at all levels</li> <li>Excellent grammatical, spelling and punctuation skills</li> <li>Ability to work on own initiative and to meet deadlines</li> <li>Strong organisational and planning skills</li> <li>Manage own time and priorities effectively</li> <li>Good working knowledge of Microsoft Office</li> <li>Reliable and trustworthy</li> </ul>	<ul style="list-style-type: none"> <li>Ability to solve problems and find creative solutions</li> <li>Calm under pressure with a flexible and adaptive approach to work</li> <li>Awareness to and commitment to equality issues</li> <li>Knowledge of Arbor Understanding of safeguarding and child protection procedures</li> </ul>
Additional	<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team and work collaboratively with parents/carers</li> <li>Displays commitment to the protection and safeguarding of children and young people.</li> <li>Up to date knowledge and understanding of relevant legislation and guidance in relation to the protection and safeguarding of children and young people</li> <li>A highly professional approach to their work</li> <li>Embodies the Trust's vision and values</li> </ul>	<ul style="list-style-type: none"> <li>Committed to personal and professional development</li> <li>Able to manage time effectively</li> <li>A belief in the ability of children and young people to achieve and overcome obstacles to their learning</li> </ul>



Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).