

**Whalley Range 11-18 High School
Greater Manchester Education Trust**

JOB DESCRIPTION

Role: Pastoral Year Co-ordinator

Accountable to: Head of Year /Assistant Headteacher
Grade 6 - Pt 21 - 25

Key Purpose	<i>Working to actively promote achievement, outstanding behaviour and positive attitudes to learning for all students, especially those students who require additional support to overcome barriers to learning.</i>
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Key Tasks
• Provide pastoral support for pupils across all year groups and in year offices • Provide a point of personal contact with parents/carers to hear their views regarding their child's engagement and progress, including leading parental/carer meetings. • To work with students whose behaviour needs modification or de-escalation, to enhance progress including in-class support, intervention programmes and the delivery of appropriate behaviour modification strategies. • Work with the Heads of Year, Heads of Faculty and subject teachers to participate in comprehensive assessment of students to determine those in need of particular support and intervention and establish programmes in response to this. • Liaise with parents/carers, exchanging information, facilitating their support for their child's progress and engagement including leading parent/carer meetings • Develop, deliver and monitor 1:1 and small group mentoring, wellbeing and re-engagement programmes to provide support for individual pupils • Provide information and advice to enable pupils to make choices about their own progress, behaviour and attendance. • To carry out home visits where necessary. • Use SIMS to keep and update records, information and data and to regularly monitor students in order to increase attendance and improve behaviour • Provide accurate feedback, reports and impact data as required on pupil

achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Supervise pupils on educational visits and out of school activities
- To assist with student welfare duties including the supervision of students at social times under the agreed system for the school to ensure the safety and welfare of students
- To support break time, lunch time and after school detentions
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Maintain good relationships with colleagues and work together as a team.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in regular meetings and participate in training and other learning activities as required.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake First Aid Training and deal with and report first aid incidents as part of the agreed system in place.
- To attend staff meetings and other meetings as required from time to time
- To undertake any such additional duties as are reasonably commensurate with the level of the post.
- To undertake personal development to improve own practice.
- Actively participate in the trust's support staff appraisal process.
- Develop good working relationships with stakeholders in the school and trust.
- Liaising with staff at all levels within the school and trust.
- To work collaboratively with all staff and parents in order to support student wellbeing.
- Maintaining high levels of quality assurance including accuracy of information .
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, relationships with students, parents and colleagues and external communications.

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Co-operate with the school on all issues associated with Health, Safety and Welfare.
- Ensure, at all levels, the maintenance of confidentiality required by school and trust policies.

Other Specific Duties

- To play a full part in the life of the school community, supporting the school mission, ethos and principles
- To promote actively the Trust's policies
- To supervise the C4 room when required.
- To comply with the Trust's Health and Safety Policy
- To continue personal professional development
- To comply with any reasonable request from the Head teacher to undertake work of a similar level that is not specified in this job description
- General tasks vary from time to time to take account of the changing nature of the school and the demands placed upon it. Such changes are normal parts of the post and as such do not constitute a change to the general job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and during any other communication
- Employees are expected to set a good example in terms of dress, punctuality and attendance
- Employees must uphold the Trust's behaviour code and uniform regulations
- The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes which are commensurate with the salary and job title

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**Person Specification
Pastoral Year Co-ordinator – Grade 6**

Knowledge & Experience

- Experience of working with children between 11 and 16 years old.
- Experience of working with children who have complex needs.
- Numeracy/literacy skills (at a level equivalent to NQF Level 2).
- Ability to relate well to children and adults
- Clear communicator, both orally and written.
- Highly ICT literate. Able to support children using online learning packages.
- The ability to work as part of a team and to direct support.
- The ability to coordinate the planning, managing and evaluation of student interventions.
- Ability to use relevant technology e.g. SIMS
- Full working knowledge and understanding of barriers to learning, including behaviour management strategies.
- Ability to plan effective actions for pupils at risk of underachieving.
- Experience of working with outside agencies, for example Children's Services, the Police.
- Full understanding of the range of support services/providers
- Willingness to undertake first aid training as appropriate, and act as a first aider.
- Experience of supporting children and/or young people during off-site activities.

Personal Style and Behaviour

- An absolute commitment to wanting the best for children and young people
- Tact, discretion and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges that may involve working beyond prescribed hours on occasion.
- A sense of humour when under pressure.
- The ability to act as a role model to students, in terms of professional dress and manner

- Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.
- Personal commitment to continuous self-development.
- A commitment to school improvement.
- *This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.*

In your application please give details of your experience, with examples if possible, to show that you meet the person specification of the post.