



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

## PASTORAL SUPPORT – SECONDARY PHASE



Chair of Governors: Mrs C James

Principal: Mr G Gibson

## **PASTORAL SUPPORT TEAM MEMBER**

### **JOB DESCRIPTION**

#### **JOB PURPOSE**

To provide support to students, Tutors, Achievement Directors and Assistant Achievement Directors.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

#### **ACCOUNTABILITY**

The Pastoral Support team are line managed by the Achievement Directors and should ensure they meet regularly with them in order to ensure clear communication and the maintenance of an appropriate workload. An Assistant Principal will oversee the Pastoral Support function of the Academy.

#### **DUTIES AND RESPONSIBILITIES**

The clear focus for each year group is to achieve the highest levels of achievement and progress, to maintain high attendance and standards of behaviour. The work of the Pastoral Support team will be targeted towards achieving these goals in an appropriate and professional manner.

Specific responsibilities:

- Monitoring, supporting and mentoring individual students as requested by the Achievement Director or SLT (areas could include achievement, progress, attendance, behaviour, emotional wellbeing, safety). This should be arranged so that it does not impact on the time spent by the student in lessons.
- Pastoral support for individual students – this may be required if a student is experiencing friendship or family circumstances. Issues arising from these circumstances should be treated sympathetically and with respect for the privacy of the student. This should not impact on the learning time of the student and Pastoral Staff should be available to the students at break and lunchtimes.
- Administration support for the year group and the academy as required eg. preparing reduced timetables, preparing referral forms, assisting with Academy mailshots (according to Year Group). Managing student files, including archiving.
- Logistical support with year group events such as photographs and immunisations.
- Organise 'Round Robins' – to be co-ordinated by the Achievement Director.
- Management of Behaviour and Achievement Reports, as requested by Form Tutors, Achievement Directors or members of SLT.
- Monitoring Behaviour and Achievement logs on a daily basis, reporting key headlines to Achievement Directors and SLT as required.



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- Monitoring student support cards, either electronically or paper-based.
- Arranging and monitoring Time-Out cards, only as requested by Achievement Directors, members of SLT or the Safeguarding or SEN team.
- Pastoral RJ meetings between students – these should not take place during formal learning time.
- Collecting student statements as required by Achievement Directors or SLT.
- Supporting with the preparation of Permanent Exclusion files.
- Liaising with outside agencies – as advised by Achievement Director or member of SLT.
- Preparing student certificates eg student of the week and being involved in Celebration Assemblies.
- Monitoring attendance – to support the Achievement Director and Attendance Officer.
- Attending Year group meetings, where those meetings fit within the hours worked by the Pastoral Support Team.
- To undertake any reasonable task as directed by the Academy Principal.

Members of the Pastoral Support may reasonably be requested to carry out other responsibilities as appropriate to provide support for their year groups by the Principal, Vice Principal, Assistant Principal or relevant Achievement Director. For example; Photographs, Transition to Year 7, Transition to Year 12, Options, Working Experience.

Appropriate CPD will be provided to ensure that the training needs of the Pastoral Support team are met.

These responsibilities are subject to review on an annual basis.