

 <p>GREENWOOD ACADEMIES TRUST</p>		JOB SPECIFICATION Pupil Engagement and Pastoral Lead	
Reports To: Principal			
Why	Job Summary		
	<ul style="list-style-type: none"> To lead on pupil engagement strategies and the delivery of high-quality pastoral support, promoting positive attitudes, wellbeing, and behaviour across the school. To work closely with staff, pupils, and families to remove barriers to learning and ensure every pupil is supported to succeed. 		
What	Main Responsibilities		
	<ul style="list-style-type: none"> Develop, implement, and monitor strategies to improve pupil engagement, attendance, and punctuality. Provide high-quality pastoral care for pupils, acting as a first point of contact for those experiencing difficulties. Lead on the delivery of interventions that support pupils' social, emotional, and mental health needs. Work collaboratively with teaching and support staff to promote a culture of inclusion, respect, and positive behaviour. Liaise effectively with families, external agencies, and other stakeholders to support pupils' wellbeing and progress. Maintain accurate records and prepare reports on attendance, behaviour, and pastoral support as required. Support the school's safeguarding procedures, including acting as a Deputy Safeguarding Lead. Deliver and coordinate staff training on pastoral issues, including behaviour management and safeguarding. Cover classes in the absence of the Teacher where appropriate. Promote the ethos and values of Greenwood Academies Trust at all times. Any other duties deemed appropriate to the role. 		
Context	Professional Standards	<ul style="list-style-type: none"> Learning Mentors/Teaching Assistants - can reflect on their progress, successes, strengths and areas for further development against the non-statutory professional standards for teaching assistants. <p>In addition to the professional standards outlined above, all colleagues may wish to reflect on the Seven Principles of Public Life (also known as the Nolan principles) and "WeAreGAT" at least annually.</p>	
	Education, Qualifications and Experience (EQE)	<p>Essential: Must be educated up to GCSE grade C/4 level in English and mathematics, have a level 3 Teaching Assistant Qualification or equivalent experience.</p> <p>Desirable: Working within an educational setting. Excellent ICT skills including the ability to use specialist packages.</p>	
	Safeguarding	<p>All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.</p>	

	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.
	Travel	There is an element of travel involved in the role. You will be in academies and other venues as and when required.
	Candidate requirements: (eg skills, knowledge, value added skill - ie the essential/ desirable skills of a person to fulfil the role)	<p>Competency Areas:</p> <p><u>Working with others</u> Briefs colleagues on pupil issues immediately, monitoring the outcomes and reporting back as needed.</p> <p><u>Communication</u> An ability to converse at ease with all stakeholders and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.</p> <p><u>Knowledge and understanding</u> Aware of different methods to increase participation for pupils working at different levels and the extracurricular activities on offer.</p> <p><u>Teaching and learning</u> Adapts styles to the needs of individual pupils. Actively reflects on own practice to ensure pupils are engaged.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.