

**Pastoral Co-ordinator
Job Description**

Pay point: Grade 7

Reporting to the Assistant Headteacher, Head of Sixth Form

Purpose:

The purpose of the Pastoral Co-ordinator is to assist the Head, Deputy Head and assistant Head of Sixth Form and teachers/tutors to ensure the academic, emotional and social progress of the students in the Learning Community with a particular focus on social, emotional and mental health.

General Duties and Responsibilities

To build positive relationships with students in the Sixth Form, supporting their development at this critical stage of education.

To ensure that all students have 1-1 / small group sessions in their first term of joining the Sixth Form and named students have these regularly and that any outcomes are shared and actioned as appropriate.

To provide intensive monitoring, mentoring and support for named students in order to help resolve a range of issues that can create barriers to learning.

Be active in alerting colleagues to potential concerns regarding named students.

To liaise with the Head and Deputy Head of Sixth Form and staff in identifying students in need of intensive support.

In liaison with the Deputy Head of Sixth Form oversee absence and punctuality of named students in conjunction with the admin team and tutors.

To monitor the use and condition of the Common Room- spending part of each day in the space interacting with students.

To liaise between school, students, parents/carers and outside agencies as regularly as is necessary for each student.

Establish effective communication and relationship with parents and outside agencies.

To maintain detailed and effective records for students where necessary.

Receive and communicate information from parents/carers as appropriate, keeping linked staff informed at all times.

Liaise with outside agencies in order to implement additional support packages and advice for named students.

To support the Sixth Form Team with the general administration including the admissions process; future pathways and general communication and information management.

To assist the Assistant Headteacher: Safeguarding and Inclusion in liaising with external students' secondary education providers.

To attend meetings as part of Child Protection measures.

To support the Sixth Form team in organising the Sixth Form ball.

To accompany trips and visits for Sixth Form students.

Knowledge and Experience:

Relevant experience working with young people and/or supporting young people who are vulnerable or who need additional support.

Understanding of the choices and qualification pathways at 16 and 18.

Understanding of social, emotional and mental health issues and approaches to foster resilience and success.

Skills and Abilities:

Work under pressure and deliver to time scales.

Initiative in designing interventions and working with independence.

Work well as part of a team.

Excellent interpersonal skills.

Excellent written and oral communication skills.

Training and support:

The pastoral co-ordinator will receive safeguarding training.

The pastoral co-ordinator will receive training and support with regards to school policies and processes.

The pastoral co-ordinator will have an appraisal meeting once a year with the Assistant Headteacher this will help to identify areas for development to include training/professional development.

The pastoral co-ordinator will have access to supervision up to once a half term.

Relevant guidance:

Keeping Children Safe in Education

Working together to Safeguard Children

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary 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, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job to reflect the changing needs of the school.