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**Support Staff Job Description**

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| **Support Staff area**  | Inclusion |
| **Support Staff Team:** | Behaviour & Emotional Team |
| **Post Title:** | **Pastoral Support Coordinators** |
| **Purpose:** | * To support the management systems within the school to improve the attendance and behaviour of students and so enabling effective teaching and learning to take place.
* To work with home school liaison personnel, learning mentors, LSU staff and form tutors to identify and implement a range of strategies to improve student attitudes towards school.
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| **Reporting to:** | Pastoral Support Leader & Deputy Headteacher (Inclusion) |
| **Key Success Indicators:** | * Reduction in incidents of poor behavior around school
* Reduction in incidents of negative behavior in lessons
* Reduction in Persistent Absentees
* Reduction in Persistent Latecomers
* Parent Liaison Satisfaction Survey
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| **Liaising with:** | Director of Learning Support, Heads of Learning Zones, Heads of Learning Communities, Pastoral Support Leader, Student Welfare Team, external agencies |
| **Working time:** | Term Time at 37 hrs per week |
| **Salary/Grade:** | Grade 5 Start Salary Grade 5, Points 15 -17, £17,335 - £18,260 £ (£20,959-£21,693 full time equivalent) |
| **Main (Core) Duties** |
| **Support individual learning needs** | * Become familiar with prior data and information for students
* Recognise those students who have specific behavior difficulties
* Liaise with learning coaches and provide information to enable them to support their students more effectively
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| **School Organisation** | * To work alongside all members of staff within the zones to ensure the highest standards in the learning environment is fostered and maintained.
* To monitor student behaviour and ensure smooth transition between lessons.
* To support staff in dealing with issues of disruption in class by removal of problem students to the most appropriate member of staff.
* To interview students re incidents; taking statements and passing on this information to the most appropriate person for action to be taken.
* To keep a record of all incidents that have been dealt with each day including reports of major incidents through SIMS, or other appropriate databases.
* To escort identified students to after school detentions.
* To communicate incidents of poor behaviour to all relevant parties including parents.
* To contact parents of students who have been injured during the school day to ensure that all parties are fully informed of situations and actions.
* To contact parents of absent students to ascertain the reason for that absence (in conjunction with the Attendance Officer)
* To meet visiting police officers and initiate the appropriate action in consultation with the appropriate staff.
* To administer First Aid.
* To promote environmental issues.
* To patrol the site and immediate area of the school to ensure students are attending lessons and arriving punctually particularly at change of lesson.
* To ensure that activities of students at break and lunchtime activities of the students are coordinated and supervised effectively so as not to be detrimental to the well being of individuals or the student body as a whole.
* To implement support interventions such as 1-1 programmes etc. to support self-regulation and positive behaviour management in students.
* Follow school policies and procedures especially those relating to Child Protection and Health & Safety
* To record and respond to concerns raised by parents and members of the public.
* Respect confidential issues linked to students.
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| **Other Specific Duties** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.Employees will be expected to comply with any reasonable request from a manager 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, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations. This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.  |

Date: