**HEAD OF PASTORAL SUPPORT**

**JOB DESCRIPTION**

**Post:** Head of Pastoral Support

**Responsible to:** Vice Principal

**Pay:** 18k – 20k FTE

**Responsibilities:**

* Be available for staff and students throughout the week and at other times as directed.
* To act as a Designated Safeguarding Lead, for which you will receive training, and be part of the team of DSLs.
* To provide support and guidance for students in terms of attending briefings and debriefings, supporting some study sessions, reintegration meetings, pastoral meetings, internal and external exclusions and attendance issues.
* To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and provision life.
* To assist in the monitoring and identification of students at risk of disengagement; students with low self-esteem, motivation; students with family and social issues impacting on provision life; students educationally underachieving and with poor attendance.
* To be aware of and use safeguarding policies as appropriate.
* To assist with structured one-to-one mentoring sessions where appropriate; provide support in terms of anger management, self-esteem etc, as well as personalised sessions where necessary.
* To assist the Leadership Team with day-to-day behaviour issues across the provision.
* To assist with the tracking and monitoring of the academic progress of the students across the provision and assist in developing appropriate interventions in co-ordination with the Head of Interventions and The Vice Principal.
* To communicate with tutors in terms of student progress both academically and emotionally so as to support the students to reach their full potential.
* To celebrate successes across the Provision.
* To be a visible and pro-active part of the duty system throughout the Provision day both in terms of supporting staff in class, and at all times prior to and post teaching and learning hours including break and lunchtimes.
* To enforce and uphold the Provision behaviour policy alongside all other policies.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

* To contribute and be part of the provision and be positive towards it’s goals. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people.
* To communicate effectively, professionally and in a friendly manner with staff, students and parents/carers and all other stakeholders.
* To be an ambassador for the Provision in dealing with external persons, and to be an admired and respected member of the team by internal staff and students.
* To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong in a professional, calm and measured manner.
* To be highly motivated and to have a flexible approach towards work and working hours.
* Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups.
* To be willing and enthusiastic in undertaking continuing professional development.
* To be well educated and hold a minimum of 5 GCSE’s (A\*-C) including English and Mathematics (or equivalent).