

## **Pastoral Support Leader – The Ebbsfleet Academy**

**Purpose:** To work with the pastoral team and other teaching staff in providing pastoral support and guidance for pupils to ensure outstanding attitudes, attendance and behaviour for learning.

**Vision:** To be an exceptional community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance ensuring all students achieve to allow them to move on to the university/ career of their choice.

**Duties:** It is expected that all staff will support the ethos of the school, as reflected in policies developed by the Governing Body of the school.

### **General Expectations**

- To demonstrate high professional practice in all areas of work
- To help progress the academy towards our vision, through a focus on raising the aspirations of students
- To be an excellent role model for students, commanding respect and being a positive presence around the academy
- To be efficient and effective, highly organised in all areas of work
- To promote actively the academy's pride and ethos through words and actions
- To adhere to the staff dress code
- To participate in duties as directed
- To be an excellent communicator with a high degree of emotional intelligence
- To be an excellent student manager capable of working confidently as part of a team

### **Specific responsibilities**

#### ***Inclusion***

- To attend to pupils' personal needs and to provide advice and assistance with their social, health and emotional development
- Ensure that the appropriate Head of House is made fully aware of all incidents involving students from their house
- To deal with enquiries and correspondence and to refer matters to the Head of House or other staff when necessary.
- To challenge and motivate pupils promoting and reinforcing their self-esteem and helping them to develop effective strategies for behaviour
- To provide support for pupils who are distressed, ill or have been hurt
- To be fully aware of child protection and safeguarding procedures and liaise regularly with the Designated Safeguarding Lead, attending meetings as necessary.
- To liaise with parents and outside agencies making referrals to Early Help as and when advised to do so.
- To attend meetings convened to discuss pupils' progress at the request of the Pastoral Team.
- To record concerns for specific students via chronologies to maintain accurate record keeping

#### ***Attendance***

- Liaise with the Pastoral Team, Attendance Officer and Teaching Staff with the aim of improving the attendance of students with below 95% attendance or in danger of falling below 95% attendance
- Promote high expectations of attendance with the pupils and address all attendance concerns appropriately
- Uphold Academy improvement strategies for attendance
- Support with home visits with team members

## **Behaviour for Learning**

- To collect information and statements from pupils who have been involved in behaviour that contravenes the school's behaviour policy.
- To liaise with the Head of House to agree on the appropriate management of any behaviours that contravene the school's behaviour policy.
- To monitor pupils who have been placed on report and to pass information about their progress to the Pastoral Team as requested or required.
- To ensure that accurate records are maintained for all pupils outlining issues that have arisen and any action that has been taken
- Agree actions for behaviour concerns at regular meetings and ensure that these are completed in liaison with the Head of House.
- Meet with students and families to ensure excellent engagement as appropriate
- To collate work as provided for pupils who may be out of lessons for any given reason
- Reward improving and excellent behaviour for learning
- Supervise the internal exclusion facility, as required, ensuring appropriate behaviour and conduct of pupils

## **Tutor Time**

- Support the Head of House in ensuring a high level of engagement in the tutor time programme and be available to support tutor groups as required

## **Uniform and Equipment**

- Ensure that pupils uphold the expectations in terms of how they are presented and prepared for a high quality learning environment

## **Assemblies**

- Be present at the start of all assemblies to ensure high standards

## **Events**

- Support team and House events
- Organise consultation evenings and other parental meetings in consultation with the Pastoral Team and Teaching Staff.
- Support Inter-Team Competitions (sporting and non-sporting)
- Support enrichment opportunities which respond to the needs/interests and areas of student development.

## **Academic Progress**

- Liaise with the Pastoral Team about most effective and high impact progress support
- Ensure students social, emotional and behavioural needs are met in order to focus on learning
- Support the progress of vulnerable and pupil premium students and ensure effective support/intervention

## **Other duties**

- Follow health and safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Trust's Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people
- To take advantage of appropriate in-service training following the induction programme.