

Holy Family Catholic School & Sixth Form

Job Description: Pastoral Co-ordinator (Fixed term of 2 Years Initially)

Responsible to: Assistant Headteacher in charge of Behaviour

NJC Scale: Points 8 - 12: (36 hours per week; term time only).

Specific hours: Monday-Thursday 8.00am-4.00pm Friday 8.30am-3.30pm (45 mins lunch break)-

Purpose of Job

Staff undertaking this role will need to have specific skills and experience to carry out day to day responsibility for regular administrative tasks under the guidance of the line manager. The basic entry requirement recommended for this role is GCSE Level/NVQ 2/3 or equivalent. Staff should hold this qualification, or be working towards it, or have equivalent experience.

Specific Responsibilities

- **Participate in all aspects of the management and improvement of Student Behaviour and the prevention of poor behaviour in line with the schools Behaviour Policy.**
- To be flexible as a member of the Inclusion Team, supporting the work of the rest of the team when appropriate.
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- Manage a caseload of students to identify and overcome barriers to learning through 1:1 mentoring and group sessions.
- To deliver, design and monitor group interventions as part of the Inclusion Departments Pastoral Curriculum.
- To develop and implement pieces of work for students and groups identified as needing intervention and support.
- Liaise with the SLT link for behaviour to operate, monitor and evaluate achievement and behaviour systems.
- Participate in the supervision of the Bethany Room; registering students who are internally excluded and organising work for them.
- Ensure the Bethany Room has a resource of reflective work packs for students to access whilst in isolation.
- Keep accurate records and produce reports for students receiving mentoring.
- Keep parents/carers informed of their child's behaviour and build positive relationships with parents/carers.
- Help to maintain files and data used within the behaviour administration systems.
- Produce reports, documents and correspondence, including confidential material for the SLT.
- Provide Student Reception and First Aid cover

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- Liaise with the Governing body as and when required
- Liaise with staff and external bodies as appropriate.

The postholder will also:

- establish constructive relationships with parents/carers exchanging information, facilitating support for their child's attendance, behaviour and learning.
- reward good behaviour and challenge/take action on poor behaviour.
- with the SLT link, support training and/or induction for staff on behaviour management.
- support teaching/support staff in maintaining discipline & following up incidents.
- monitor behaviour of students and with the SLT link for behaviour decide on a range of appropriate interventions and support to improve behaviour.
- decide on the best course of action, referring to members of SLT if required.
- maintain a high degree of confidentiality with regards to student issues.
- collate supporting material and documentation when required for reintegration and exclusion meetings, as directed by the Behaviour Manager.
- Be responsible for investigation behaviour incidents for a year group.
- Be responsible for taking key students to outside events/ activities i.e. A&E, Court, CAMHS, Home Visits or appointments with Mentees.
 - To assist Year Leaders with administrative duties as directed by SLT
 - To carry out lesson visits for students on the behaviour tracker and mentoring caseload
 - To provide relevant data on behaviour incidents for Heads of Year and the senior team on a weekly and half termly basis.
 - To support the On Call system by attending calls.
 - Be a qualified first aider or willingness to train.
- Other duties may be required at the discretion of the Headteacher and in line with the scale.

Key Organisational Objectives

The Postholder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- Holy Family Catholic School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people
- Fulfilling the role of Student Personal Adviser and /or mentor if required

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- At all times adhering to professional business standards of dress, courtesy and efficiency in line with the ethos of the School.

Person Specification

Pastoral Coordinator

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

	Essential	Desirable
Qualifications		
Educated to GCSE Level	✓	
Level 3 Diploma or above related to Children and Young People's Workforce	✓	
Experience and ICT skills		
Experience of using Microsoft Office Suite	✓	
Word processing and typing skills	✓	
Knowledge of databases	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database	✓	
Experience of working with students of all abilities		
Liaising with parents, external agencies etc.	✓	
Experience of delivering a mentoring service and intervention programme	✓	
Managing and implementing recording and reporting systems		✓
Multi agency working		✓
Developing banks of resources		✓
Skills		
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent communication skills in writing and orally at all levels	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	✓
Be a qualified first aider or willingness to train		

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Administrative		
Experience of using, setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Ability to motivate	✓	
Ability to build good relationships at all levels	✓	
Ability to train and develop staff	✓	
Ability to work some evenings, such as Parents Evenings	✓	

Personal Circumstances & Safeguarding		
Be legally entitled to work in the UK.	✓	
No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.	✓	
This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.	✓	
Be fit to carry out the duties required of this role.	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people.	✓	
Displays commitment to the protection and safeguarding of children and young people.	✓	