



CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

PASTORAL SUPPORT LEAD

Grade:	SO1 point 23
Contract:	Permanent Term time only (39 weeks a year) 36 hrs pw (excl: meal breaks) 8am – 4pm
Conditions:	Support Staff National Pay & Conditions
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Deputy Head (pastoral) and or Senior Leadership Team on a day-to-day basis.

Context

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership of which we are the lead strategic partner with Chesterton Primary School.

Purpose of job

- To work as part of a team and take a lead, managing the support for PSP and Pre-PSP students
- To support students in making good progress and remaining safe at Chestnut Grove Academy
- To connect with families to ensure a supportive approach is used for their child
- To support and mentor students to improve their behaviour and/or attendance, and sustain improvements in their behaviour
- To report to SLT with relevant data based on outcomes, attendance, suspensions and behaviour sanctions for key cohorts
- To promote the safeguarding of students in line with Keeping Children Safe in Education (KCSiE)

Main Areas of Responsibilities

Key responsibilities

Behaviour for Learning

- To design and deliver, in consultation with the Associate Assistant Headteacher , a variety of agreed behaviour support programmes;
- To follow through any issues to do with behaviour as required by the pastoral team, for example, taking student statements regarding incidents and passing these on to relevant colleagues;
- To mentor students on PSPs and pre-PSPs, supporting successful achievement of targets and contributing to meetings/ reports in relation to student progress on PSP. This may include supporting in lessons as appropriate;
- To liaise with SLT / RSLs / Curriculum Leaders / SENDCo / EWO, regarding individual students and behaviour and safeguarding interventions;
- To collate data for multiple stakeholders and review student data from across year teams;
- To prepare student's files for the Headteacher's disciplinary panels or exclusion hearings;
- To present reports of student's progress to PSP review meetings;
- To ensure that designated mentored students have up-to-date report cards and that completed cards are filed appropriately;
- To liaise with outside agencies, as appropriate and run or contribute to supporting processes, such as writing Early Help Assessments and attending TAF / TAC meetings, and referrals for alternative provision
- To support students to reintegrate back into school and/or lessons from extended periods of absence or exclusion
- To organise meetings with parents/carers, documentation, confirmation, booking rooms etc when requested by the Senior Leadership Team
- To communicate with parents/carers when requested by the Senior Leadership Team.
- To ensure school records are kept up to date following actions, including through CPOMs and Bromcom.
- If required, to take part in liaison activities such as Parents' Evenings.
- To contribute to the school's duty system as and when required.

Reflection Room

- To be responsible for supervising students
- To deliver the curriculum offered for the students attending the Reflection Room.
- To liaise with teaching staff to ensure appropriate work is set and appropriate provision is in place;
- To be responsible for maintaining a calm and purposeful learning environment;
- To follow-up on any truancy or attendance concerns;
- To work with the other members of the support team to ensure students are monitored and supervised before school, during break and throughout lunch.

Other key responsibilities

- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people .
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- Be aware of and support difference and ensure equal opportunities for all
- To undertake any other duties and to comply with any reasonable request from a Senior Manager to undertake work of a similar level.
- To engage actively with the performance review process and take responsibility for own development.

Person Specification

Qualifications, experience and knowledge

Essential

- GCSE Maths and English at grade C or above, or equivalent
- Knowledge of the academy's behaviour for learning policy
- Knowledge of the range of barriers to learning that students face
- Training in child protection and safeguarding procedures
- Basic knowledge of first aid; e.g. emergency first aid course
- Two years' experience of working in an inner city school or educational establishment
- Experience of dealing successfully with a range of behaviour issues
- Experience of working with staff to ensure excellent behaviour for learning
- Experience of working with families
- Experience of supervising a group of students for detentions, referral and internal exclusion as appropriate
- Experience of working with challenging students and finding ways in which we can meet their needs more successfully
- Experience of working with students from a range of ethnic backgrounds

Desirable

- Evidence of CPD relating to pupil behaviour and safeguarding
- Previous training in Attachment Theory & Trauma Informed Practice

Skills and Abilities:

- Flexible approach to work and excellent time management skills with the ability to work under pressure and to tight deadlines, while maintaining own effectiveness.
- Ability to relate to students, staff, parents and external agencies
- Effective oral/written communication skills
- Numeracy
- ICT literacy including Microsoft Office 365.
- Confidence in using Microsoft TEAMS and Microsoft Excel
- Willingness and capability to learn to use new systems as appropriate



- High level of accuracy and attention to detail
- Confident, positive and motivated
- Excellent organisational skills

Personal Qualities

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities.
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information.
- Evidence of ability to be adaptable and flexible and use own initiative, while working within a busy and fast changing environment.
- An excellent record of attendance and punctuality;
- Able to display tact, resilience and professionalism within a busy environment.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.