

JOB DESCRIPTION

Pastoral Leader	
Scale	F – Points 6-11
Hours	Term time + Inset 5 days – 37 hours per week Monday to Thursday 8.30am to 4.30pm, Friday 8.30am to 4.00pm this includes 30 minutes unpaid break
Section	Support Staff
Responsible to	Deputy Headteacher
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To support the re-engagement and reintegration of students into mainstream lessons whilst supporting the education of students when out of lessons.
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Duties & Responsibilities	<p>To be responsible for supervision of students outside of mainstream classes. Working closely with key staff in</p> <ul style="list-style-type: none"> • Establishing positive relations with students • Establishing clear protocols and systems in line with the whole school behaviour policy • Carry out interventions to support key students with social, emotional and behavioral issues that are preventing them from engaging in effective learning. • Develop positive relations with the parents/carers of key students
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Key Tasks and Responsibilities:

Work as part of the pastoral team

- To supervise students in the On Call and Refocus rooms
- To monitor the engagement of students in and out of mainstream lessons
- To support the coordinated entry and exit procedures for all students accessing pastoral support spaces
- To work as part of the Pastoral team across the Refocus and SEN support centres.
- To ensure the effective sharing and monitoring of student behaviour data within the school.
- Intervention with key students to maintain a positive learning environment.

- Monitor the impact of behaviour strategies on individual students, reviewing and updating regularly to improve outcomes.
- Contact home and liaise with parents to engage them in their child's learning.
- Work with Heads of Year/ SEND to oversee any intervention strategies to ensure progress (academic and well-being).
- There will be some lunchtime supervision and afterschool activities as part of this role and a willingness to undertake First Aid training as required.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Participate in the school's appraisal process.
- Perform any other reasonable tasks within the range of the salary grade.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES