

KEPIER



Kepier

JOB DESCRIPTION

Name:

Job Title: Pastoral Support

Salary Scale: NJC

Point Range: 12-17

Additional Payments: N/A

Permanent Contract

Start Date:

Contractual hours: 37

Weeks per year: 38 Term Time plus 5 days

Hours to be worked: 7.45am - 3.45pm Monday - Thursday
7.45am - 3.15pm Friday

Lunch break: 30 minutes

Purpose of Job:

To offer effective support in all aspects of pastoral care at Kepier, including safeguarding behaviour, attendance and mental health and well-being

Principal Duties:

1. To support the pastoral team in promoting and maintaining the high expectations of the school in relation to learners' safety, behaviour, attendance and mental health and well-being.
2. To provide support during lessons to high priority learners / groups of learners to enable them to meet their full potential.
3. To liaise and work collaboratively with other members of the pastoral team, wider staff and representatives of external agencies in order to support learners.
4. To communicate effectively with parents / carers, participating in range of meetings in order to ensure a positive partnership between home and school
5. To support the operation of key whole school pastoral events such as assemblies, parents' evenings, open evenings and transition events.
6. To manage and supervise learners' behaviour during school assemblies and where appropriate during educational visits
7. To promote and participate in Kepier's extra curricular programme.
8. To work closely with members of the pastoral team and senior leaders to maintain data in relation to learner's attendance and behaviour including those on report.

9. To deputise for other members of the pastoral team where this is necessary and appropriate.
10. To support the work in closing the gap in the attainment between different groups of learners.
11. To support the work of the pastoral team in ensuring that attendance is in line with the national average or better.
12. To support the work of the pastoral team in ensuring that there is a reduction in fixed term suspensions.
13. To carry out any other duties that are commensurate with the grade of the post at the direction of the Headteacher.
14. Any other duties as may reasonably be requested by the Headteacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.
15. To be on-call and be available for learners throughout the day.
16. The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
17. The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

General:

- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.

Responsible to: Headteacher, Senior Leadership Team

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Keper operates a **no smoking policy** in its building and grounds.

Signed (Employee).....

Date.....

Signed (Head Teacher).....

Date.....