



JOB DESCRIPTION

JOB DETAILS

Job Title: Pastoral Support Officer

Grade: UTC Grade 1 full time equivalent £17,842 - £20,493

Accountable To: Director of Pastoral Care

JOB PURPOSE

To support North East Futures UTC to provide effective pastoral support to meet the needs of students.

KEY RESULT AREAS

1. To work with teachers, members of support staff and multi-agency teams to develop and implement strategies to improve attendance and behaviour.
2. To liaise with parents/carers regarding a range of issues regarding student welfare, progress, behaviour and discipline.
3. To ensure that students are offered appropriate pastoral and academic guidance and mentoring so that they may maximise their potential.
4. To follow UTC procedures for recording and reporting on behaviour, attendance and welfare of students.
5. To respond effectively and appropriately to pastoral issues as they arise.
6. To identify young people at risk and refer to multi agency teams as appropriate.
7. To contribute to Looked After Children documentation, Care Team meetings and Personal Educational Planning meetings where appropriate.
8. To liaise with the Designated Safeguarding Lead regarding young people at risk.
9. To work with individual students on matters of discipline and behaviour.
10. To support and maintain effective pastoral records on students on the appropriate systems.
11. To support the UTC in establishing common standards of practice and develop consistent approaches with regard to attendance procedures, daily routines and expectations and the behaviour policy.

12. To arrange and attend where required, meetings with parents/carers to discuss concerns and review progress relating to attendance, behaviour and well-being of students.
13. To promote positive values, attitudes and behaviour, dealing promptly with any conflict and incidents in line with the UTC Behaviour policy encouraging students to take responsibility for their own behaviour.
14. Support in the identification of students at risk of disengagement or in need of inclusion and target early intervention strategies.
15. Support with the investigation and follow up of any incidents and implement sanctions as appropriate, including contacting parents/carers and the provision of written reports as required.
16. To support identified students in lessons and/or supervise students in designated areas as required.
17. Agree solutions to identified difficulties for students with relevant staff through restorative justice, consultation and acting as an intermediary with the home.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of North East Futures UTC and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate

actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.