



JOB DESCRIPTION

<u>Post Title:</u>	Pastoral Inclusion TA 2b
<u>Salary Scale:</u>	Grade 5; APT & C Spinal Column Points 6-11 37 hours, 8.00am until 4.00pm Monday to Thursday 8.00am until 3.30pm Friday term time only + 3 Inset days
<u>Responsible To:</u>	Deputy Headteacher (Care, Guidance & Support and Pastoral Inclusion Manager)

The Responsibilities of the Post:

Support for Students

- To share our commitment to 'Achievement for All', to contribute to our five school aims, to safeguard and promote the wellbeing of children and young people
- To develop positive relationships with students to assist student progress and attainment
- To assist, where appropriate in the devising of student's individual targets and their monitoring and review
- To assist in the specific medical / care needs of students when specific training has been undertaken
- To assist in the development of varying skills that support students' learning
- To promote personal and academic progress of students through a variety of strategies which might include 1:1 mentoring and small-group work.
- To support provision within the Pastoral Support Suite for fixed term exclusions over six days from other schools
- To prepare Individual resources for students being monitored or mentored (relating this to other relevant school plans: Individual Education Plan (IEP); Pastoral Support Plan (PSP); Risk Management Plan (RMP); Personal Education Plan (PEP)
- To collect, collate and maintain all necessary documentation on students referred in order to:
 - establish a clear picture of the 'whole child' being mentored
 - support a continuing reappraisal of need
 - act as a channel of communication between external agencies as necessary
 - act as an advocate for the student if necessary
 - promote the communication of key information as needed
 - report on progress as required, liaising with curriculum and pastoral colleagues

- To contribute to the assessment of individual students' needs and to co-ordinate levels of intervention
- To contribute to the wider life of the school
- To support the re-integration of students who have completed programmes of support

Support for Teachers

- To assist in student supervision and assist in the management of student behaviour
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of students' work
- To work with designated colleagues (including Deputy Headteacher, Heads of School, Head of Learning Support, Pastoral Support Manager) to support and guide key students in overcoming barriers to learning

Support for the School

- To work within school policies and procedures
- To update the stage 2 log daily and work closely with the pastoral team to inform of any new arrivals to the pastoral inclusion suite
- To liaise and work co-operatively and pro-actively with parents, guardians and carers of students being mentored and feedback to relevant school/staff
- To update incidents via the CPOMS recording system to ensure communication is regular and effective. This will include uploading student and staff statements in a timely fashion
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues related to home / student / teacher / school work
- To liaise with other appropriate agencies and to explore and develop new links with other agencies as appropriate
- To be actively involved in the Induction, Continuing Professional Development (CPD) and Appraisal processes to accommodate the changing needs and challenges of the role

Note: In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time

This job specification is subject to annual review and may be amended at any time after consultation with the post holder.