



**Bristol Cathedral Choir School**

**Pastoral Support Leader**

CST Pay spine points 22 - 28 (£21,306 – £25,744 pro rata)

**Term Time only (0.8077FTE)**

**Actual Salary £17,208.69 - £20,793.23**

Required September 1st 2018

**PASTORAL SUPPORT LEADER**  
**(supporting the progress of vulnerable students including PP, LAC, PLAC)**

At Bristol Cathedral Choir School support for students is provided via the Pastoral Support Team; this supports students' academic progress and all aspects of their pastoral care. This role will have a focus on supporting the academic progress and welfare of Pupil Premium Students (PP), Looked After Children (LAC) and Previously Looked After Children (PLAC).

The role will be working with the pastoral leadership to determine the best support and interventions, evaluating the impact for vulnerable students, leading meetings with parents/carers, students and outside agencies. There is an expectation to work after school in meeting with students, parents/carers.

This job is suitable for someone who is looking for a career in education or working with young people. While experience working in a similar field or role is preferable it is not essential. In all cases, training is available for the right candidate who wishes to develop their skill set. What is essential is the drive and determination that every student shall receive the support they need to be given the best chance to succeed; a person who is confident enough to evaluate current provision, identify areas we can improve and then implement the required improvements will be successful in the position. Resilience, confidence and persistence are key attributes as the post holder will be working with young people who may face difficult circumstances.

**Method of Application**

Applications should be received as soon as possible and by Sunday June 10th 2018

Interviews will be held on Monday June 18th 2018

*Please note that all posts at the School are subject to initial and periodic checks with the Disclosure and Barring Service as the school takes every measure possible to ensure the safeguarding of its students.*

## Supporting Statement

The supporting statement should be viewed as a letter of application. It should include reference to any appropriate experience you have, your views on education and the challenges students face. Please make reference to how you would apply yourself to supporting our students. This would typically be no longer than one side of A4.

<b>Post:</b>	Pastoral Support Leader (for vulnerable students)
<b>Responsible to:</b>	Designated teacher for LAC and PLAC
<b>Core Purpose:</b>	To support the academic progress and pastoral care of students

### Specific Responsibilities:

#### Supporting the progress of vulnerable students

- To support the delivery of the Pupil Premium reward which narrows the attainment gap for Pupil Premium pupils. There will be a particular focus on Looked After Children (LAC) and Previously Looked After Children (PLAC) as a part of the role.
- The successful candidate will uphold and demonstrate the ethos that through personalised academic intervention and monitoring, every pupil will have every opportunity to develop into responsible, self-motivated, high achieving lifelong learners.

#### Main duties

- Track and improve academic progress of students through the use of data analysis and report to the House Leader for Student Support (HL SS).
- Assist in the coordinating and monitoring of the quality of intervention for students.
- Support the HL SS with tracking and improving progress of students.
- Carry out PEP (Personal Education Plan) meetings for LAC pupils – Directed and supported by the Designated Teacher for Looked After Children.
- Support the HL SS in managing behaviour referrals for students.
- Engage hard to reach families of Pupil Premium Learners, liaising with external agencies as required -championing the needs of Pupil Premium, LAC and PLAC pupils.
- Assess the effectiveness of academic provision in class and extra curricular intervention through a variety of methods including pupil pursuit and student voice.
- Monitoring and improving attendance and behaviour. Liaise with House Leaders and the attendance officer on behaviour and attendance of students to track and improve their progress

- Liaise directly with pupils and parents/carers to discuss progress and outcomes.
- Communicate effective strategies to all staff for maximising the progress of these pupils
- Deliver mentoring sessions in small groups or one to one to Pupil Premium Learners as appropriate
- Attend relevant CPD training programmes relevant to the post.
- Keep abreast of local and national initiatives in relation to the Pupil Premium Grant and best practice and disseminating to staff.
- Support the HL SS and the Finance Officer in order to keep an accurate record of the Pupil Premium budget assisting in detailing all spending.
- Assist the HL SS in compiling the evidence and assist in writing an End of Year evaluation on the impact of the Pupil Premium Grant on the progress of students.
- To assist in the update of the website with information to parents at the start of the academic year and after the end of the year evaluation.
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events.
- Take an active part in transition of new starters to BCCS that are Pupil Premium, LAC or PLAC.
- Assist in identifying possible Pupil Premium students and *PLAC students*. Ensuring that they can access the means to attain Pupil Premium status.

#### **Decision Making:**

- The post holder will have discretion in giving sanctions for behaviour infringements, including Level 2 detentions, internal isolation and recommendations on external exclusions; discretion on contacting parents; discretion on making minor modifications to programmes of support.
- The jobholder may make decisions e.g. re type of support programme and disseminate to senior staff, tutor, attendance officer and parent; to individual students on personal and social interaction and emotional management.

#### **Working Environment:**

- There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.
- The jobholder comes into contact with students and parents who can present challenge.

#### **Knowledge and Skills:**

- The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills

**General Responsibilities:**

- To uphold standards and school ethos
- To establish and maintain effective relationships and communication with staff, parents & students
- To uphold the high standards of the Academy in all communications
- To play a full part in the life of the Academy community, supporting its mission & ethos
- To adhere to the Academy's policies
- To engage actively in the staff review and development process
- To undertake professional development

*Other such duties as shall be required by Head of School in accordance with responsibility*

The duties outlined in this job description may be modified by Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

document does not form part of your contract of employment with the school.

## PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Pastoral Support Leader	

### 1. Skills and Abilities

	Description	Method of Assessment
	<b>Essential</b>	
1.1	Able to build a good relationship with students while commanding respect and maintaining the ability to impose effective discipline.	Application form/interview
1.2	Willingness to engage with strategies to support vulnerable students.	Application form/interview
1.3	Confidence and ability to communicate concerns and guidance on strategies to teaching staff.	Application form/interview
1.4	Initiative and flexibility. Ability to deal with unexpected or unplanned situations or reactions during the school day.	Application form/interview
1.5	Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands.	Application form/interview
1.6	Comfortable with the use of basic IT for sharing information.	Application form/interview
1.7	Ability to remain calm under pressure and to de-escalate incidents effectively using a range of strategies	Application form/interview
1.8	Ability to line manage colleagues and hold colleagues to account	Application form/interview

### 2. Knowledge/Qualifications

	Description	Method of Assessment
2.1	<b>Essential</b> Sound literacy and numeracy.	Application form, certificates, interview
2.2	<b>Desirable</b> Knowledge and understanding of conditions experienced by all students	Application form, interview

### 3. Experience

	Description	Method of Assessment
3.1	<b>Essential</b> Experience of working with groups of children	Application form/interview
3.2	<b>Desirable</b> Experience of work in behaviour management Experience of working with agencies support young people Experience of working with SIMS or SISRA data systems.	Application form /interview

### 4. Other Requirements

	Description	Method of Assessment
4.1	<b>Essential</b> Commitment to achieving the best for the students worked with.	Application form/interview