Job Description for the Post of:

Pastoral Tutor

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Deputy Head (Pastoral Support and Student Standards) through the Assistant Head of Key Stage 3 or Key Stage 4.

Main Purpose of the Job

To provide support to an Assistant Head and appropriate Senior Tutors in all aspects of their pastoral duties. To take responsibility for an identified group of students to enable them to overcome various barriers to learning via mentoring, communicating with parents, carers and other agencies and tracking their development and progress. To lead on supervising student movement around the school site.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To support, encourage and motivate all students in the appropriate Year group to enable them to fulfil their potential at school.
3. To record all communication with regards to a student on SIMS; using the behaviour log, initiatives and innovations and to produce reports from SIMS as required. To enter information on CPOMs as appropriate. To ensure that confidential information is protected and not discussed unnecessarily and that GDPR regulations are fully adhered to.
4. To work with identified students as follows:
    - Providing a regular mentoring session
    - Visiting student's lessons
    - Communicating regularly with parents/carers
    - Tracking behaviour and attitude through the behaviour log and making recommendations on how to address concerns
    - Tracking academic progress with student's teachers
    - Tracking attendance and punctuality
    - Communicating with identified agencies and attending relevant meetings
    - Keeping records of a student's development and ensuring all appropriate information is on SIMs or CPOMs

- Praising and rewarding improvements and achievements
- Communicating with the Art Psychotherapist, Student Services team, Vulnerable Children's Worker, SEND department, LSU staff and the EAL lead to ensure a joined-up approach
- Reporting to the Senior Tutor and Assistant Head on a weekly basis about each student.

The identified group of students will be proposed by the Assistant Head and Senior Tutor and it will be flexible reflecting the needs of students in the year group.

5. To have an overview of the progress of students in receipt of Pupil Premium funding, to ensure the challenges they face are being addressed.
6. To meet with parents to support the parenting of identified students, offering a consistent approach via the school's parenting package. Attend parents' evenings and scene setting meetings for your year group and the main school Open Evening.
7. To liaise with the Attendance Team on a regular basis to support their work with students with poor attendance and punctuality.
8. To undertake a lead role each morning in the Temple main school entrance, ensuring that students enter school ready to meet expectations. To support Student Services' recording of students who are late.
9. To supervise students' movement across the school site in transit to and from lessons during the school day. To take responsibility for an agreed area of the school site.
10. To take a lead role, with a Leadership Team colleague, for the outside area at lunchtime, ensuring that all areas are well supervised and an adult is present in each area.
11. To be on the rota after school for the Homework Club, Temple Student Services desk and C3 detentions.
12. To communicate with parents and ensure work is available from class teachers for students who are excluded. To support students on their return to mainstream lessons following exclusions.
13. To work with the wider support team comprising; Art Psychotherapist, Student Services team, Vulnerable Children's Support Worker, SEND and LSU staff to ensure a holistic approach to all students' support and care.
14. To be the main communicator with a parent if a child has an accident in school and to continue this communication until the child returns to school. To accompany students to hospital if necessary.
15. To deputise for the Senior Tutor when necessary.
16. To provide cover for lessons when necessary.
17. To be part of the LSU team providing support for early morning and break times and cover if necessary.
18. To offer a total of five working days to support initiatives, such as Saturday school, year group revision activities, or summer school.
19. To undertake training as appropriate.
20. To undertake other duties as required in line with the grade and responsibilities of the post.