JOB DESCRIPTION

PASTORAL SUPPORT ASSISTANT (YEARS 10 & 11) / HOUSE LEADER

PAY: Points 22 to 25 (£24,135 - £26,136 pro rata per annum) plus academy benefits including private healthcare, a laptop and free lunch.

REPORTING TO: Senior Pastoral Leader (Years 10 & 11)

RESPONSIBLE FOR: To provide Pastoral Support for Years 10 and 11 **and for** the day-to-day leadership and management of all House related activities for Newton House

MAIN DUTIES AND RESPONSIBILITIES

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated with the successful candidate.

- To support the work of the Senior Pastoral Leader (Years 10 & 11) in promoting the pastoral care, welfare and progress of students across Years 10 and 11.
- To support the work of the Senior Pastoral Leader (Years 10 & 11) in promoting the highest standards of behaviour, attendance, punctuality and uniform across Years 10 and 11
- To actively promote and develop the House vision and ethos across Newton House and the Academy
- To organise and lead all House related activities across the Academy for Newton House
- To cover lessons, complete on call or supervise the isolation room when needed (this will be for no more than 12 lessons out of 29) and dependant on the needs of the Academy.

SPECIFIC RESPONSIBILITIES:

Pastoral Support (Years 10 & 11)

To support the work of the Senior Pastoral Leader (Years 10 & 11) to:

- Monitor and improve behaviour, attendance, punctuality and uniform across Years 10 and 11
- Monitor the progress of students across Years 10 and 11
- Implement the CAW4B procedures across Years 10 and 11
- Promote rewards across Years 10 and 11
- Monitor the use of Coaching Time and the work of Learning Coaches across Years 10 and 11

Additionally:

- To lead on one key pastoral area across Years 10 and 11 based on the specific skills / experience of the successful candidate (to be agreed at interview)
- To lead Year Team meetings (Year 10 or Year 11) as required
- To lead at least one year group assembly (Year 10 or Year 11) each half term
- To attend / lead parents meetings as required
- To liaise with / attend meetings with external agencies as required
- To support with the effective implementation of the Pastoral Curriculum across Years 10 and 11
- To support with the organisation of year-group related activities for Years 10 and 11 (eg Work Experience, external exams, Year 11 Prom)

- To support with the production of accurate ‘destinations’ information at the end of Year 11
- To liaise with the SENCo to ensure that effective support is provided for students in Years 10 and 11 with additional learning needs
- To cover as Head of Year 10 or Year 11 in the absence of the Senior Pastoral Leader (Years 10 & 11) and / or the Deputy Head of Year

Leadership and management of Newton House
For Newton House, to co-ordinate and lead:

- The vertical House system
- The House Olympics
- The Inter-House Quiz
- The House Captain
- All Inter-House competitions
- Sports Day teams
- House Charity initiatives
- The House Chaplaincy (working with the Academy Chaplain)
- All Inter-House staff activities
- The half-termly Newton House assembly

STANDARDS / QUALITY ASSURANCE AND ADDITIONAL RESPONSIBILITIES

- Participate in the Academy Performance Management system, agree an action plan and undertake the required training in order to update skills and meet the requirements of the Academy Development Plan
- Support whole Academy self-evaluation strategies
- Support extended curriculum activities to enhance student learning experiences
- To undertake other duties as required by the Principal/Vice Principal
- Monitor and ensure high standards of student behaviour beyond the Academy site by contributing to duties in the local community, at bus stops etc.
- Patrol corridors and visit lessons daily to ensure high standards of behaviour around the Academy site
- Adhere at all times to professional standards of dress, courtesy and efficiency in line with the ethos, policies and specialism of the Academy
- Attend and participate in Open Evenings and student performances as appropriate
- Participate in staff training and development events
- Attend team and staff meetings as appropriate

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the Academy’s objectives in service delivery by:

- Following health and safety requirements and initiatives as directed
- Ensuring compliance with data protection legislation
- At all times operating within the Academy’s equal opportunities policies demonstrating commitment and contribution to improving standards of attainment
- Adopting customer care and quality assurance initiatives
- Contributing to the maintenance of a caring and stimulating environment for young people

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Academy’s governing body.

Chelsea Academy is committed to safeguarding and promoting the welfare of children and young people. Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

EQUAL OPPORTUNITIES

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy equal opportunities Policies.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

PERSON SPECIFICATION
Successful candidates are likely to be able to give evidence in support of all or most of the following:

	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent.		✓
Experience		
Ability to use IT effectively.	✓	
Use IT to raise achievement and as a management tool.		✓
Have worked with teenagers previously	✓	
Experience of pastoral work in a school or youth club setting	✓	
Understands the requirements of GCSE exams on students		✓
Skills		
Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy	✓	
Must be well presented.	✓	
Ability to analyse data effectively to assess performance.		✓
Ability to work hard under pressure while maintaining a positive, professional attitude.	✓	
Ability to organise and prioritise workload and work on own initiative.	✓	
Good interpersonal skills and the ability to work collaboratively. Maintains professional relationships with young people.	✓	
Commitment to personal career development.	✓	
Ability to assist in organising whole academy/ house/ year based activities.	✓	
Ability to think and plan strategically and manage change.	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children.	✓	
	Essential	Desirable
Knowledge and Understanding		
Developments in the National Curriculum.	✓	
Effective strategies for supporting staff to manage vulnerable students.	✓	

Have a good understanding of positive effective strategies for behaviour management.	✓	
A thorough understanding of the intervention packages available to support disaffected students.	✓	
Knowledge and understanding of schools statutory responsibilities regarding the needs and care of students with SEN.	✓	

	Essential	Desirable
Equal Opportunities		
Understanding of different social backgrounds of students.	✓	
Understanding the needs of students and the appropriate policies and strategies to support them.	✓	
Understand the needs of EAL students.	✓	