

The Harleston Sancroft Academy

St Benet's Multi Academy Trust

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Head of Student Support

Responsible to: Assistant Headteacher

Hours of work: Full time

Salary: Scale F

The main purpose of the post:

- Lead the Pastoral Team at Sancroft with the daily management and organisation of pastoral care for all students promoting the school's vision of life in all its fullness. The pastoral team includes Heads of Year/House and the Pastoral Support Assistants.

1. General

- 1.1. Adhere to all school policies and procedures, particularly those in relation to equality and diversity, health and safety, data protection and safeguarding
- 1.2. Maintain and record all relevant student information, ensuring that appropriate data protection procedures are followed
- 1.3. Work with school and coordinate staff, families and relevant external agencies regarding student progress, attitudes and attendance
- 1.4. Promote the school's vision and ethos, encouraging the inclusion and acceptance of all members of the community
- 1.5. Attend relevant training and undertake appropriate CPD activities
- 1.6. Act as a role model for students, setting high expectations and acting in a professional manner at all times
- 1.7. Line management of the Pastoral Support Assistant

2. Pastoral Care

- 1.1. Lead the pastoral care of students, providing/organising one to one and group support where necessary
- 1.2. Work with staff members and families in order to remove practical, social and emotional barriers to learning

- 1.3. Support and address issues around appearance, uniform and attitudes to learning
- 1.4. Refer students and families to the relevant external agencies as appropriate
- 1.5. Monitor and support the overall progress and development of students by attending FSP, LAC/PEP core groups, CP conferences and reviews in line with the NSCP safeguarding and child protection protocols.
- 1.6. Follow up concerns and provide individual support for students
- 1.7. Ensure that any concerns and/or interventions are appropriately recorded and reported using the agreed school systems
- 1.8. Monitor the implementation of intervention programmes and evaluate outcomes
- 1.9. As 'Mental Health Champion'; support the mental health and wellbeing of all members of the school community, signposting and referring where necessary
- 1.10. Be the lead point of contact, as part of the pastoral team, for staff members regarding the wellbeing of students
- 1.11. Work with the Heads of Year/House and SLT to ensure consistency and continuity of pastoral care throughout the school, supported by the Pastoral Support Assistant
- 1.12. Work with local faith groups to provide support (e.g. through lunchtime clubs and drop in groups) for students underpinned by our ethos and values.

2. Attendance, inclusion and exclusions

- 2.1. Encourage and promote attendance and punctuality at school
- 2.2. Liaise with parents and carers of absent students, ensuring appropriate interventions are being implemented at home and school. Track progress of vulnerable groups.
- 2.3. Support the SLT with legal attendance processes such as Fast Track to Attendance
- 2.4. Coordinate work for students who are in inclusion or who have been excluded from faculty / subject teachers
- 2.5. Promote the welfare and inclusion of students and an ethos that supports high quality learning throughout our school.
- 2.6. Attend relevant meetings on behalf of the Academy in order to promote collaboration with the local authority and external agencies.

3. Transition

- 3.1. Coordinate and lead a programme of transition activities with catchment and non-catchment primary schools, supported by the SEND Manager and SENDCo.
- 3.2. Communicate regularly with primary school staff, parents/carers and Year 5 and 6 pupils responding to any questions or concerns.
- 3.3. Prepare and deliver 'Stepping Up' sessions for Year 6 in our catchment primary schools and at Sancroft for children in non-catchment schools.

- 3.4. Prepare and deliver 'Experience Days' for Year 5 students at Sancroft.
- 3.5. Work with the Head of Year/House to coordinate form groups and family activities at Sancroft, to include; Information Evening, Orienteering, New intake evening, Family meetings, Tea with the Tutors.
- 3.6. Work alongside the SEND Manager and SENDCo to support those with additional needs and those most vulnerable.

4. Communication

- 4.1. Establish positive, productive and trusting relationships with staff, students, parents and carers to assist home-school communication
- 4.2. Develop restorative approaches to limit conflict and promote positive relationships across the community, ensuring dignity and respect are at the forefront of all interactions.

5. Supervision

- 5.1. To attend monthly supervision to discuss work related matters

6. Designated Safeguarding Lead

- 6.1. To undertake a DSL role and take a lead for day to day safeguarding concerns with support from the Assistant Headteachers, Head of School and Pastoral Support Assistant. (see separate job description for DSL)

7. Other specific duties

- 7.1. Support the Academy in meeting its legal requirements for collective worship
- 7.2. To attend pastoral team meetings and take minutes
- 7.3. Promote an ethos and culture that ensures students can fulfil their potential
- 7.4. Be an exemplary leader/role model
- 7.5. To play a full part in the life of the school community, to support its distinctiveness and ethos and to encourage fellow staff and students to follow this example
- 7.6. Other such professional duties as may be reasonably required

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