

## Pastoral Co-ordinator

**The Stanchester Academy Culture reflects that of our sponsor.**

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Trust is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Trust. It also drives the Trust's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Trust shares this philosophy.

**All staff employed at the Trust are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Trust. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Trust in its wider community.

### PERSONAL PROFILE

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. They must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Our aim at Stanchester Academy is to develop ambitious learners who are knowledgeable and literate.

Crucially the post holder must have a commitment to comprehensive education and training. They will believe passionately in the entitlement of individuals of all ages to learning.

### Core purpose

To support the Head of Year in ensuring that all students within the year achieve their full potential – academically, spiritually and socially. Working closely with the Head of Year to:

- Ensure that all students have the necessary support and guidance to achieve their full potential within the school
- Be known by all students in the year and be accepted, with the Head of Year and form tutor, as a consistent point of reference for them and their parents
- Undertake supervision duties each day at lunchtime
- Contribute to relevant year group meetings and contribute with knowledge of students e.g. welfare meetings
- Support year assemblies, ensuring they are positive occasions for both students and Staff
- Ensure that appropriate records on students (including those by tutors) are accurate and up to date, including maintaining student records with support from the Pastoral administrator
- Follow up on issues of indiscipline and work with students and parents to achieve acceptable standards of conduct and appearance of students within the year, including co-ordination of round robins, monitoring reports, taking detentions and escorting students to detentions, collation of statements when necessary and attendance at meetings with parents when requested and appropriate
- Liaise with HUB, Curriculum Leaders, Subject Teachers and external agencies as appropriate
- Support appropriate staff with issues concerning the welfare and guidance of students within the allocated year group/s
- Provide information on the monitoring of any students causing concern
- Attend regular formal meetings of the year team, distributing the agenda and taking the minutes/action points
- Support form tutors & Head of Year in the collation of reports and progress checks, profiles and references on students in the year
- Ensure appropriate administrative duties are undertaken and where appropriate with support from the Pastoral Administrator
- Co-ordinate work for students out of school as appropriate and requested
- Undertake shared responsibility for student enquiries such as student use of phone, late bus, confiscated items, time tables etc.
- To undertake (after appropriate training) emergency first aid cover
- Attend school evening functions as required for the Year group
- Collation of records for any exclusions to enable Pastoral Administrator to fulfil role e.g. ensure statement passed to administrator.

### **Links with Parents and Other Agencies**

- Check student planners and inform parents of any concerns
- Liaise with parents and outside agencies on issues concerning the welfare and guidance of students in the year group/s, compiling reports on individual students as required and distributing them to relevant parties
- Attend parent's evenings, multi professional meetings, parent meetings, year team meetings, and year council meetings as appropriate.

### **General**

- The post holder will be expected to manage their workload throughout the day, meeting deadlines in good time for events to take place and to ensure the smooth running of all pastoral elements of the academy such as meetings with parents, work experience etc.
- The post holder will foster and maintain good relationships within the team, working in a supportive and collaborative manner to ensure all elements of pastoral work support the Academy's vision of excellence
- The post holder will foster and maintain good relationships with students, ensuring they have an awareness of student's individual needs in order to provide support / answer queries as effectively as possible in accordance with the Academy's positive behaviour policy.

### **Other Requirements**

- Attends mandatory training, for example, for child protection.
- Responsible for the health, safety and welfare of themselves and others.
- To be responsible for the safeguarding and promotion of the welfare of children.
- To be a team player and contribute within your own capabilities towards the Academy vision.
- The post-holder may from time to time be required to carry out other duties commensurate with the role.