



Pastoral Co-ordinator

Grade 6 SCP 12 £19,389 p.a. (actual salary)

- + Pension Scheme (LGPS)
- + Brine Leas School Employee Assistance Programme
- + Additional Brine Leas School Benefits

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or Mrs Sharon Houghton, HR Manager via job.applications@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

Assisting the Pastoral Manager to provide the provision of a full behaviour support and intervention service for students.

Post holder's immediate Line Manager: Pastoral Manager

Liaising with: Senior Leadership Team, Pastoral Team, Curriculum Leaders, SEN Department external agencies and parents.

Main Areas of Responsibility

- To work under the direction of the Pastoral Manager.
- To effectively and efficiently implement the pastoral operational procedures to provide a full behaviour support and intervention service to students and staff to support the School's Behaviour Policy and Covid addendums.
- To monitor and support the overall progress and development of students as a mentor / assistant course facilitator.
- To facilitate and encourage a support / intervention experience which provides students with the opportunity to achieve their individual potential.
- To assist the Pastoral Manager to ensure that the department provides a range of support and intervention programmes which address the needs of students.
- To assist the Pastoral Manager to ensure that the department provides effective inclusion support, attending lessons and supporting teachers with challenging behaviour as an alternative sanction to fixed term exclusion.
- To assist in the process of devising, developing and implementing in-house behaviour support and intervention programmes for targeted students. This may include supervising afterschool detentions, following up issues related to lateness or uniform
- To support the running of a safe school, undertaking responsibilities that will support students and staff to use the school site safely and supervising the movement of pupils around the site



School Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post, in any location within the school site/s and in accordance with the School's Flexibility Policy.
- To engage actively in the performance review process, addressing appraisal objectives set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as open evenings.
- To actively promote the School and Trust corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DFE Guidance 'Keeping Children Safe in Education' and the school's Child Protection policy.
- To be aware of and to comply with all school and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The job-holder will ensure that school policies are reflected in their work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding Children

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

Inclusion and Equality, Resilience, Courage

**IMPORTANT
THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation Act relating to the non-disclosure of spent convictions do not apply to this job, YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.

If successful, you will also be required to apply for a Disclosure and Barring service check (DBS). The level of check required for this job is an Enhanced disclosure.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Description	Desirable
Qualifications, Knowledge & Training	<p>5 GCSE's or equivalent including English & Mathematics.</p> <p>Experience of working with young people in an education environment</p> <p>Educated to A Level or equivalent</p> <p>Evidence of continuing professional development</p>	<p>Previous experience working in a similar role in a school.</p>
Personal Skills, Abilities & Qualities	<p>Good literacy and numeracy skills</p> <p>Good interpersonal and communication skills</p> <p>Adherence to confidentiality</p> <p>Good organisational and planning skills, including prioritising tasks</p> <p>Ability to interest, encourage and motivate children.</p> <p>Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities.</p> <p>Good sense of humour and resilience Computer literate – must have good ICT skills including a working knowledge of MS packages</p> <p>Ability to work using own initiative, exercising good judgement where unsupervised.</p> <p>Flexibility of approach to work</p> <p>Ability to contribute to the maintenance of accurate work records and inventories</p>	
Skills & Abilities	<p>Enthusiasm for and commitment to the achievement of the School/MAT's overall vision for success at all levels.</p> <p>Motivation to work with children and young people.</p> <p>Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.</p> <p>Emotional maturity and resilience in dealing with challenging behaviours.</p> <p>Ability to contribute towards creating a safe and protective environment.</p> <p>Empathy with the aims and objectives of Brine MAT.</p> <p>Willingness to continue professional development.</p> <p>Commitment to maintaining high standards and expectations.</p> <p>Commitment to contributing to school life as a whole.</p> <p>Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.</p>	

Thank you for your interest in our school.
 We look forward to receiving your application.
 If you think a career with us is right for you, discover more
 at: www.brineleas.co.uk