



Co-op Academy Manchester

Job Description

Post Title	Learning and Pastoral Support Officer
Reporting to	Vice Principal (Students)
Liaising With	Student Welfare Team, ALT, Teachers, Admissions Coordinator, Parents, External Agencies
Working Time	35 hours per week. Term time only plus 10 days
Salary/Grade	Grade 6 (£24,657 to £28,221 Full Time) (£21,658 to £24,789 pro rata – actual)
Disclosure Level	Enhanced
Main Areas of Responsibility	
<ul style="list-style-type: none"> To lead on all matters involving the leadership and management of a year group, including the progress, welfare and behaviour of students. To lead and contribute to an ethos within the year group where all students are valued and encouraged to develop both educationally and personally. 	
Support for the Students	<ul style="list-style-type: none"> To implement, monitor and evaluate appropriate strategies for student progress within the year group including tracking, target setting and mentoring. To ensure effective leadership and management of the pastoral care of a year group, liaising with other members of the Student Welfare Team and the relevant ALT links. To maintain accurate and up to date student records and files. To take the lead on management issues relating to a particular Key Stage or year group e.g. Options, IAG, Work Related Learning, and Induction. To monitor punctuality and attendance in the year group in line with National Averages, liaising with the Attendance Team, Heads of Family and other pastoral staff. This may include providing intervention and support strategies for students and their families and interviewing persistent poor attenders and their parents/carers. To liaise with relevant personnel in the academy involved in behaviour management of students within the year group. To liaise with outside agencies including assisting when required with the preparation of reports To be responsible for allocated administrative duties associated with leading a year group. To liaise with relevant staff, to contribute to the effective KS2-3 transfer and the induction of new students (in-year admissions) or KS4 – Post 16 transfer. To be available to students within the year group throughout the day, especially during social time and after school. To use the Academy's reward system effectively. To monitor students' safety in and out of the classroom, by being a lead figure in and around the academy and by undertaking duties as assigned by ALT. To support students to engage in all aspects of academy life. To undertake risk assessments where applicable for students in accordance with the academy's health and safety policy and support students assigned programmes of special care To support students in managing their own learning, including the development of strategies for how to learn and revise for examinations. To investigate incidents within the year group as they arise, liaising with relevant staff and/or external agencies and implement appropriate sanctions according to the academy's behaviour policy. To encourage students' social, moral and cultural development. To attend relevant pastoral meetings as required e.g. LAC/SEN/Safeguarding.

	<ul style="list-style-type: none"> • To lead and manage detentions as appropriate to the role. • To ensure that students within the year group adhere to the academy's uniform policy. • To support the pastoral care of students placed in off-site provision by completing necessary paperwork and attending review meetings as required.
Support for Parents/Carers	<ul style="list-style-type: none"> • To be the main point of contact for parents of students within the year group. • To communicate effectively with parents including contacting home by telephone, text, email and letter. • To organise parent meetings at the academy and complete relevant documentation, including following-up non-attendance. • To undertake home visits as appropriate. • To support teaching staff in liaising with parents/carers.
Support for Teachers and the wider Curriculum	<ul style="list-style-type: none"> • To liaise with teachers and departments in relation to the behaviour and learning of individuals and groups of students. • To support the family system in charity/community work and the delivery of PSHE, SRE and Citizenship. • To contribute to the management of the year group's Parents' Evenings/Review Evenings. • To accompany teaching staff and students on visits, trips and out of school activities as required. • To attend morning briefings, LPSO, Family and any other meetings relevant to the role. • To participate in a regular training programme of twilight sessions e.g. MTO.
Support for the Academy	<ul style="list-style-type: none"> • To be an active member of the student welfare team. • To provide cover for members of the LPSO team when required and take on responsibility for that particular Year Group when appropriate. • To support the educational aims and objectives of the Academy beliefs and values and to encourage staff and students to follow this example. • To support the establishment and maintenance of positive relations with parents/carers, support agencies and students • To be aware of, and adhering to, the academy's policies and procedures. • To provide relevant information as required by the Senior Leadership Team and Governing Body • To be aware of the importance of confidentiality and the sharing of sensitive information. • To complete individual training and development and assist in the training of new members of staff in the academy. • To participate in an annual Performance Management Review with mutually agreed targets • To adhere to the Cooperative Academy Trust's commitment to equal opportunities and to promote non-discriminatory practices in all aspect of work undertaken.
Other	<ul style="list-style-type: none"> • The postholder will be subject to performance objectives, which will be agreed and reviewed annually. • The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal. • The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. • The person undertaking this post is expected to work within the policies, ethos and aims of the academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.
Safeguarding	<ul style="list-style-type: none"> • "The Co-operative Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf".
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Health & Safety Responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Principal in the fulfilment of the objectives of the Academy's Health and Safety policies

POST

POST HOLDER

SIGNED

DATE
