**JOB DESCRIPTION**

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| **Job Title** | Foundations Pastoral Support Advisor |
| **Salary Scale/Grade** | Grade 5 - SUP 6 |
| **Responsible to** | Curriculum Managers Foundation Pathways / Prospects |
| **Date of Job Description** | 19 December 2022 |
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| **Purpose**To provide high quality pastoral support for high needs and EHCP students with a range of learning difficulties/disabilities, to include language, communication, physical, medical, mental health, emotional and/or behavioural, and sensory impairment within the foundation curriculum. You will be required to work intensively with such students on a one-to-one basis offering them the required pastoral support. |
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| **Duties and Responsibilities:**The aspects detailed below are the key areas the Curriculum Leaders will be accountable for:* Provide intensive student pastoral support as required
* Supporting students with a range of barriers to learning to access the curriculum
* Work in partnership with teaching staff to identify and address the individual needs of students
* To assist staff in securing the safety and welfare of students
* To work in partnership with staff and parents to identify and address pupil concerns.
* Maintain daily contact with assigned students – to support, assist and enable them to meet the targets set and develop the attitude and skills to meet targets with less support.
* Establish and maintain appropriate records of the students’ progress and investigate, as appropriate, the cause of any failure to meet targets set.
* Monitor attendance using college records and investigate the reasons for any absences
* Regularly review students against the targets set and advise staff accordingly.
* Work in partnership with other practitioners to deliver effective interventions and support for students and families.
* Report student and college issues in line with the college’s policies for health and safety, child protection, behaviour management, safeguarding etc.
* Liaising with outside agencies if directed by the Curriculum Managers / SEND Team Leaders
* Contribute to the development of the Learning Support team by attending staff meetings and in service training as appropriate.
* Undertake regular staff development relevant to the specific learning needs of the student(s) you are supporting.
* Participate in relevant College quality assurance procedures, including performance management reviews.

**Quality, Standards and Compliance:**Continuous Improvement.* To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
* To attend and participate in monthly team meetings
* To work as part of the team to create an inspiring environment with an open communication culture
* To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development* Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims.
* Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
* Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values* It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities* It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to Data Protection and confidentiality

Health & Safety* The post holder will undertake their duties in full accordance with the College’s Health and Safety policies, procedures and risk assessments
* Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties* To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.
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| **GENERAL:**The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder’s Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.  |

**PERSON SPECIFICATION**

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| **Job Title** | Foundation Pastoral Support Advisor |
| **Department** | Foundation Prospects and Foundation Pathways |
| **Salary Scale/Grade** | Grade 5 SUP 6 |

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| **Criteria** | **Essential** | **Desirable** |
| Education & Qualifications | A good standard of basic education (Maths and English GCSE pass or equivalent) | Counselling qualification |
| Experience | Experience of working with young people requiring pastoral support |  |
| An absolute commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance |  |
| Ability to work effectively with colleagues to achieve faculty and college objectives |  |
| Ability to communicate effectively both orally and in writing |  |
| Very good literacy, numeracy and IT skills |  |
| Enthusiastic, committed, and flexible in approach to their work and is able to manage their own time and work under pressure |  |
| Demonstrates an ability to proactively support student well-being |  |
| Skills, knowledge and competencies | An absolute commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance |  |
| Ability to work effectively with colleagues to achieve faculty and college objectives |  |
| Ability to communicate effectively both orally and in writing |  |
| Very good literacy, numeracy and IT skills |  |
| Enthusiastic, committed, and flexible in approach to their work and is able to manage their own time and work under pressure |  |
| Demonstrates an ability to proactively support staff well-being |  |
| Excellent organisation and administrative skills |  |
| Understanding of safeguarding in an educational context |  |
| Personal characteristics | Passionate about the student experience | Able to respond to and create curriculum innovations |
| Committed to lifelong learning and to increasing the inclusivity and quality of education and training |  |
| Able to work as a member of a team |  |
| Professional approach to work and appearance |  |
| Commitment to excellence and quality |  |
| Other | A commitment to equality of opportunity and widening access to education for all |  |
| This post is subject to an enhanced Disclosure and Barring Service check. |  |

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.