

## **BALCARRAS SCHOOL JOB DESCRIPTION**

<b>JOB TITLE:</b>	PASTORAL SUPPORT SUPERVISOR
<b>SALARY GRADE:</b>	12-14 (pro rata equivalent - £19,392 - £20,176) 5 days per week, term time only + 1 day of INSET in September 37.5 hours per week
<b>RESPONSIBLE TO:</b>	Assistant Headteacher (Pastoral)

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### **GENERAL INFORMATION**

Balcarras Trust are looking to appoint an excellent Pastoral Support Supervisor. The role will be to oversee the care and support of vulnerable pupils during the course of the school day. Additionally, the role will be to support the Balcarras Pastoral Team with administration and meetings.

### **PERSON SPECIFICATION**

The successful candidate should have:

1. A supportive and approachable manner with pupils aged 11 to 18.
2. An awareness of the mental health needs of pupils at the school.
3. The ability to gain the respect of the pupils, and the ability to motivate and inspire pupils
4. Good organisational skills, and good communication skills, orally and via ICT.
5. A qualification or experience working in mental health provision would be desirable.

### **MAIN DUTIES**

1. Oversee vulnerable pupils in the Wellbeing room, who are unable to attend lessons. Liaise with teachers about work to be completed.
2. Support students with their recovery and ensure pupils are returning to lessons promptly and in a positive frame of mind.
3. Support the Pastoral Team with a range of administrative jobs including arranging and attending multi agency meetings, minute taking, updating pupil records, liaising with parents and carers.
4. Liaising with external support agencies

The job may vary in the future, depending on the successful candidate's strengths. The successful candidate will show a keenness to support the Trust's Pastoral Team and rise to the challenge of supporting the vulnerable pupils and their associated needs.

## **EQUAL OPPORTUNITIES**

It is the policy of Balcarras School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition, or disability. Balcarras School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices. If any special requirements are needed to attend an interview, please inform the school.

## **SAFEGUARDING**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times.

Please note that all appointments are subject to the Balcarras Trust Recruitment, Selection and Disclosure Policy and Procedures which includes our policy on recruiting ex-offenders.

June 2022