



JOB DESCRIPTION

Job Description:	Behaviour Lead & DSL – Isleworth Campus
Reports to:	Senior Leadership Team and Principal of College
Status of Post:	This is a middle leader post within the college's staffing structure which carries line management responsibility.
Salary :	From £36,000 - Salary negotiable

Main Job Purpose

- Provide support, encouragement and pastoral care to students at the college and take an active role in the de-escalation of conflict.
- Work with a range of stakeholders, parent/carers, support staff, outreach agencies and other colleges to ensure the continuity, development and progress of individual students, especially with regard to low self-esteem and poor attendance.
- Line management of pastoral team to ensure students at Syon Manor College receive the support they need to succeed
- Gathering and review of data to ensure students and staff receive support as required
- Designated safeguarding Lead for the college – Isleworth campus. However, will need to work across sites when situations arise and network with the DDSL team.

Main Responsibilities and Duties

Pastoral Care:

- Lead on all safeguarding matters within the college with support of the Headteacher and Deputy Headteacher
- To provide pastoral support to students experiencing difficulties on a day-to-day basis
- To work as part of the team that responds to challenging behaviour and conflicts as they arise. Defuse situations and develop strategies for those involved in conflict.
- To provide information, advice and structured intervention around identified issues such as self-esteem, relationships and behaviour to enable students to make positive choices about their behaviour, attendance and social interactions.
- To liaise with staff, parents and relevant outside agencies to provide appropriate intervention for students experiencing disruption to their learning
- Explore opportunity to develop pupil voice in all areas of the college
- To comply with confidentiality and safeguarding procedures.
- To liaise with support staff and teachers to share strategies for support
- Work with and support families/carers of students with poor college attendance

General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people.
- Work in accordance with professional practice, statutory and legal requirements and the policies of the College.
- Line manage pastoral staff and act as a Team Leader for Performance Management.
- Reflect on their personal contribution to college achievements and take account of feedback from others.
- Take on specific tasks related to the day to day administration and organisation of the college.
- Take whole college responsibility for specific areas of work which will be reviewed annually.
- Take on any additional responsibilities which might from time to time be determined.

College Staff:

- To support pupil learning, when required.
- Meet weekly with the Senior Leadership team and those involved in the pastoral structure to discuss upcoming needs and issues across the college
- Participate in college review meetings and in-service training days to help develop and define college policies regarding pastoral care, behaviour and pastoral support
- Support education staff in preparing reports for annual reviews

Outside Agencies:

- Develop the college's links to members of the community with regard to helping the college.
- Understanding of both child and adult safeguarding agencies and networks.
- Comprehensive understanding of KCSIE and legislation.
- Liaise with appropriate outside agencies in supporting the students' needs

Other duties:

- Support the college's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and students – and take appropriate action should the need arise.
- Support the college's security procedures by challenging anyone on the premises without a college visitor ID badge and ensuring that the college office is informed.
- Retain the confidentiality of all aspects of college life and to have responsibility for managing and analysing all Sleuth Data.
- Occasional cover supervisory work, when required by the college.
- Comply with all decisions, policies and standing orders of the college and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the college's agreed procedure, policy and practice.

Knowledge and Skills

- The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.
- IT skills
- To work well as part of a team

- To be positive and enthusiastic
- To be sympathetic to the needs of others

Creativity and Innovation

- Creativity and innovation are an essential feature of the post. The post holder will play an active part in delivering elements of staff training sessions.
- The post holder will develop solutions for individual pupil issues, and also develop college policies.

PERSON SPECIFICATION PASTORAL SUPPORT ASSISTANT

	Essential	Desirable
Experience		
Experience of work with autistic spectrum disorders and/or challenging	√	
Experience of work within a education/residential setting	√	
Skills, Knowledge and Aptitudes		
Ability to work independently and as part of a team	√	
Effective communication skills, verbal and written	√	
Ability to record information accurately	√	
Good organisational skills	√	
Ability to deal with complex and challenging behaviour	√	
Ability to demonstrate empathy	√	
Basic IT skills	√	
Qualifications and Training		
Level 3 Certificate in Supporting Teaching and Learning in Colleges.		√
Level 2 SEN qualification or looking to work towards.		√
Willingness to work towards further qualifications as required	√	
Level 5 DSL training	√	
Undertake relevant group induction training on commencement	√	
Other		
Commitment to the values of the organisation	√	
Driving licence – needed or willingness to use public transport	√	