

**Job Profile: ASD Base Provision - Learning and Pastoral Support Co-ordinator****Salary: Scale 5****Responsible to: ASD Base Lead****Summary**

- Serve the mission of St. John Bosco College by supporting a high- quality education Raise pupil wellbeing, emotional resilience and achievement
- Support teaching staff to maximise the delivery of learning and teaching
- Provide pastoral care and spiritual growth opportunities to all pupils
- Mentor individuals and small groups of pupils who require additional support to overcome barriers to learning.
- Support Base Lead with pupil-focused administration.
- Lead on daily timetables and support plans

**Main responsibilities and duties**

- Ensure that all identified pupils make excellent holistic progress
- Promote high expectations and secure standards in terms of pupil behaviour and safety
- Provide targeted support to individuals and groups, as directed by the ASD Base Lead
- Contribute to the planning for teaching and learning by working closely with subject teachers and the ASD Base Lead
- Regular monitoring and mentoring/ liaison with staff across school to ensure consistency of interventions
- Be responsible for monitoring setting and reviewing individual targets
- Collate data and track/ coordinate additional support
- Support the ASD Base Lead as the leading professional with administrative tasks in preparation for TAC meetings, Annual Reviews and EHCP amendments
- Conduct Annual Reviews as directed with the ASD Base Lead

**General****In relation to pupils**

- Monitor the implementation of plans and report on progress achieved
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
- Support the development of partnerships with external agencies and organisations to set up resources and initiatives to help address barriers to learning
- Maintain accurate pupil records and prepare written reports and evaluations
- Support the transition of pupils between phases
- Supervise pupils excluded from class or those following alternative timetables

**In relation to the ASD Base Provision**

- Support the ASD Base Lead by monitoring pupil progress, ensuring that appropriate provision is being delivered and updating the provision map/ support plans reflecting changes to the pupils' provision
- Observation of classroom support work and small group work
- Provide a significant presence around the ASD Bases at all times throughout the day
- Develop and promote excellent relationships with parents and carers
- Liaise with teaching staff to assess and provide specific support to targeted pupils to raise achievement and enable them to overcome barriers to learning
- Refer to external organisations who will work with parents and carers to help address issues around performance, attendance and behaviour

## **Expectations**

### **Communication and collaboration**

- Collate pupils' data for appropriate TAC and EHCP meetings
- Monitor daily pupil progress and attainment
- Ensure that all staff are kept informed of individual pupils needs and how best to respond to them
- Ensure that good practice is followed in all matters relating to parental involvement
- Work closely with Heads of House and other pastoral staff to ensure that pupils' behaviour issues are dealt with appropriately
- Build links with a wide range of professional and other agencies co-ordinating the support they provide for pupils experiencing difficulties

### **Ethos and inclusion**

- Ensure that all identified pupils are happy, safe and secure at St John Bosco College
- Arrange and promote activities for identified groups of pupils
- Secure excellent attendance from all pupils and liaise with the Educational Welfare Officer
- Support the management of any "in-year-fair-access" admissions
- Where appropriate liaise with primary schools or Heads of House to ensure smooth transition of pupils
- Liaise and work effectively with the Heads of House
- Liaise and work effectively with the Chaplain
- Implement an effective rewards system for all identified pupils
- Implement the safeguarding policy and work collaboratively with the Child Protection Officer

### **Other**

- Undertake these duties within agreed departmental and school objectives, policies and procedures and promote the School's Equal Opportunities Policy
- Whilst carrying out duties to ensure confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data that you are exposed to

### **Please note**

- i. The post holder may be required to perform any other reasonable tasks after consultation
- ii. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- iii. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder

### **Person Specification**

- Commitment to supporting the distinctive nature of a Catholic school and promoting the educational principles of St John Bosco
- Recent and relevant professional development and willingness to further develop professional skills
- Experience in mentoring young people with challenging behaviour and other barriers to learning
- Ability to enthuse, inspire and develop staff and pupils under the Catholic ethos
- Ability to challenge, motivate and empower staff and pupils
- Ability to recognise the needs of pupils and respond to them appropriately
- Ability to manage time effectively and work to deadlines
- Genuine enjoyment of working with young people, boundless enthusiasm and a positive outlook
- Commitment to inclusion for all

- Excellent grasp of new technology and its potential to support provision for learning
- Excellent communication, interpersonal and organisational skills
- Commitment to working as a team player
- Personal integrity and the drive to do what is best for the pupils
- Commitment to supporting and promoting the extra-curricular life of the school
- Capacity to work well under pressure
- Personal integrity and the drive to do what is best for the pupils
- Ability to work with pupils who have difficulties with social communication, have diagnosis of ASD and/or present with some social, emotional and mental health needs