
Job Description

Pastoral Leader: SEMH

Responsible to:	Assistant Headteacher: Behaviour and Standards / Associate Senior Leader: Behaviour and Attitudes.
Based at:	Dinnington High School
Paid at:	Support Staff Band G

OVERALL PURPOSE OF THE POST

The Pastoral Leader: SEMH will provide pastoral leadership for an identified cohort of students presenting with Social, Emotional and Mental Health (SEMH) needs and associated barriers to learning.

The role will focus on reducing lost learning by improving attendance, engagement, behaviour and inclusion outcomes for students whose SEMH needs result in lesson removals, internal truancy, reflection room placements, suspension and disengagement from education.

Working closely with the SEMH Inclusion Lead, SEND Team, Attendance Team and Senior Leaders, the postholder will build positive relationships with students and families, coordinate pastoral support and lead targeted interventions that enable vulnerable learners to successfully access mainstream education and achieve positive outcomes.

A key responsibility of this role is ensuring that students identified within the SEMH cohort spend more time engaged in learning and less time out of lessons.

This role forms part of the school's wider strategy to improve outcomes for vulnerable learners and support the reduction of lost learning across the school.

MAIN DUTIES

SEMH Cohort Leadership

- Lead the day-to-day pastoral support for an identified cohort of SEMH students.
- Develop strong, trusting relationships with vulnerable learners.
- Act as the key pastoral contact for students, parents and carers.
- Coordinate, develop, review and amend support plans and pastoral interventions.
- Monitor student wellbeing and engagement.
- Support students experiencing emotional dysregulation and barriers to learning.
- Ensure students receive timely intervention and support.
- Contribute to the school's wider inclusion strategy.

Reducing Lost Learning

- Monitor lesson removals and identify emerging patterns.
- Track internal truancy and lesson attendance.
- Monitor reflection room referrals and outcomes.
- Support students at risk of suspension.

- Lead restorative and reintegration meetings.
- Work with curriculum leaders and classroom teachers to remove barriers to learning.
- Support successful return to lessons following incidents of dysregulation.
- Ensure vulnerable students access the maximum possible amount of curriculum time

Student Welfare and Safeguarding

- Actively support the welfare and wellbeing of SEMH students.
- Liaise closely with the Safeguarding Team regarding vulnerable pupils.
- Maintain accurate safeguarding records using CPOMS.
- Attend multi-agency meetings including Early Help, Child in Need and Team Around the Family meetings.
- Support the implementation of safeguarding plans.
- Promote resilience, positive relationships and emotional wellbeing.
- Identify emerging risks and concerns and take appropriate action.
- Ensure safeguarding concerns are reported promptly in line with Trust procedures. Responsibilities align with the current safeguarding duties within the Pastoral Leader role.

Attendance and Engagement

- Monitor attendance and punctuality of the SEMH cohort.
- Identify barriers affecting attendance and engagement.
- Support attendance interventions and improvement plans.
- Undertake home visits where appropriate.
- Work alongside the Attendance Team to reduce persistent absence.

Behaviour and Inclusion

- Support the implementation of the school's Behaviour and Relationships Policy.
- To participate in the whole academy 'on call' system.
- To undertake break/lunch duties as directed.
- Ensure all students wear correct academy uniform, or are otherwise appropriately dressed and bring the right equipment to academy, including academy planner.
- Minimise disruption to learning and teaching by ensuring high expectations and standards with regard to compliant behaviour and behaviour for learning in line with the academy's Behaviour Policy. Do so through liaison with subject leaders, classroom teachers and tutors.
- Ensure the accurate and timely recording of behaviour incidents and interventions.
- Ensure students are punctual to lessons and move safely around the building.
- Oversee the detention system for students in the cohort, including collation of detention days and undertaking detention holding duties
- Promote restorative and relational approaches.
- Lead intervention meetings following behavioural incidents.
- Support positive behaviour planning.
- Coordinate reintegration following suspension.
- Work proactively to prevent escalation of behaviour concerns.
- Support students within reflection and alternative provision settings.
- Promote inclusion and successful participation in mainstream education.

Family Engagement

- Build strong relationships with parents and carers.
- Conduct regular communication regarding student progress and concerns.
- Facilitate meetings with families to develop support plans.
- Support parents in accessing external services where appropriate.

- Work collaboratively to improve attendance, behaviour and engagement.
- Maintain detailed records of communication and interventions

Multi-Agency Working

- Work effectively with external agencies including:
 - Early Help
 - Social Care
 - CAMHS
 - Educational Psychology
 - Alternative Provision
 - Attendance Services
 - Youth Services
- Attend professional meetings and contribute to intervention planning.
- Ensure external support is effectively coordinated and reviewed.

Intervention and Mentoring

- Deliver targeted SEMH interventions.
- Provide mentoring and coaching for identified students.
- Support emotional regulation and resilience programmes.
- Deliver restorative conversations and conflict resolution work.
- Support students through key transition points.
- Evaluate the impact of interventions on attendance, behaviour and engagement.

Communication

- Support SLT/TLR post holders in the organisation, promotion and delivery of parental consultation evenings.
- Respond to parental enquiries by telephone, letter or email as appropriate.
- To keep accurate records of all communication with parents, all interventions and any other pertinent information relating to students within the year group in student files, to include SIMS/Bromcom and CPOMS.

Additional Responsibilities

- To assist with the supervision of students entering internal/external examinations.
- To manage the supervision of students attending assemblies and year group events.
- Support any academy trips, visits or experiences.

Other Duties

- Other duties and responsibilities commensurate with the grade of the post which may be required from time to time.
- To ensure equality of opportunity is afforded to all persons both internal and external to the academy, actively seeking to eliminate any direct or indirect discriminatory practices and behaviour.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification: Pastoral Leader (SEMH)

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Significant experience working with vulnerable young people. • Experience supporting students with SEMH needs. • Experience of behaviour and attendance intervention. • Experience of working with families and external agencies. • Experience of mentoring and supporting challenging learners. • Experience of safeguarding and child protection procedures 	<ul style="list-style-type: none"> • Experience within a pastoral, inclusion or behaviour role. • Experience supporting students at risk of suspension or exclusion. • Experience within alternative provision settings. • Experience delivering SEMH interventions
Education and Training	<ul style="list-style-type: none"> • GCSE English and mathematics grade C or above (or equivalent). • Commitment to attend appropriate training and development commensurate with the post. 	<ul style="list-style-type: none"> • Relevant pastoral, youth work, counselling or mental health qualification. • Mental Health First Aid qualification. • Trauma-informed practice training. • Restorative Practice training
Special Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of SEMH needs and barriers to learning. • Excellent relationship-building skills. • Ability to de-escalate challenging situations. • Ability to analyse attendance, behaviour and inclusion data. • Strong organisational skills. • Effective communication skills. • Understanding of safeguarding procedures. • Ability to work successfully with parents and external agencies. • 	<ul style="list-style-type: none"> • Knowledge of trauma-informed approaches. • Knowledge of alternative provision and inclusion pathways. • Knowledge of SEND and SEMH assessment processes
Personal Skills and Qualities	<ul style="list-style-type: none"> • Strong oral and written communication skills with a wide variety of audiences. • Good interpersonal skills - ability to deal effectively with a wide range of people at all levels. • Discrete and sympathetic when dealing with sensitive and confidential matters. • Calm and able to handle difficult situations firmly yet with understanding. • Ability to work on own initiative. • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity. • Develops and selects effective solutions to problems and proactively manages risk and change. 	
Additional Factors	<ul style="list-style-type: none"> • Flexible approach to working - the post may involve attending occasional academy events/open days. • Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others. 	