

Job Description: Personal Development Co-ordinator (PDC)



Responsible to: Pastoral Development Manager (PDM)

Responsible for: The post holder will become part of a Year team taking responsibility for the pastoral welfare of a designated group of students ensuring effective communication with the families of these students, engaging them as key stakeholders in their child's educational experience.

The post holder will ensure all students in their care are ready for learning.

The post holder will be responsible to the Pastoral Development Leader for the management of an efficient and effective Pastoral Development system, providing a confidential, administrative, pastoral and community liaison function.

Strategic Direction and Development of the Academy

- 1 To assist in achieving the aims, objectives of the Academy.
- 2 Encourage students to respect themselves, their peers, staff and their surroundings, reiterating the values of the Academy and encouraging them to have high expectations of themselves.

Attendance and Punctuality

- 1 Day-to-day responsibility for the attendance and punctuality of the year group.
- 2 Ensure that all Academy procedures relating to attendance and punctuality are followed.
- 3 Ensure attendance and punctuality data is recorded, analysed and actions are taken to reach individual and group targets.
- 4 Liaise with and organise support as required with external agencies and partners.

Health, Welfare and First Aid

- 1 Liaise with the Pastoral Secretary in relation to all matters relating to the health of students.
- 2 Liaise with the Wellbeing Centre Manager on all matters relating to welfare.
- 3 Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.
- 4 Take initial responsibility for Child Protection matters within a year group working with the designated Child Protection Lead Officer.

Behaviour and Rewards

- 1 Assist with the day-to-day management of the 'on-call' system, isolation room (if required) and detention system.
- 2 Maintain a high profile presence around the Academy to actively ensure appropriate student behaviour is maintained.

- 3 Carry out supervision and monitor student behaviour in the Academy before and after the Academy day as well as at break and lunchtime.
- 4 Assist in the delivery of Academy programmes to help support students in modifying their behaviour, either in small groups or one-to-one.
- 5 As directed by line manager/relevant Achievement Co-ordinator link, work alongside students in classrooms to help support them to improve their behaviour.
- 6 Liaise with, SENCO and Heads of Faculty/Department to monitor and identify patterns of student behaviour.
- 7 Work closely with the Senior Team, Achievement Co-ordinators and Heads of Faculties to reduce 'fixed term' exclusions.
- 8 Conduct investigations, as requested, into breaches of the Academy's Student Code of Conduct looking into suspected threats, incidents of violence and/or bullying and updated the Academy systems accordingly.
- 9 Liaise with multi-agency teams to assist in identifying provision for students for whom an alternative curriculum would be more appropriate.
- 10 Assist in the creation and publication of the daily detention register.
- 11 Day-to-day responsibility for the behaviour and rewards of the year group, including implementing climate walks, managing behaviour escalations, reporting mechanisms, detentions and exclusion paperwork.
- 12 Each week ensure all behaviour and rewards data is recorded, analysed and actions are taken to reach individual group targets.
- 13 Collate and record work for students who are excluded or withdrawn from the Academy, through isolation or part-time timetables.

Uniform and Equipment

- 1 Day to day responsibility for the uniform and equipment of students, including liaising with parents/carers where appropriate.
- 2 Work with Tutors and the Achievement Co-ordinator to monitor student planners and equipment where necessary.

Communication

- 1 Attend morning briefing sessions with the pastoral team and exchange information regarding students where appropriate.
- 2 Ensure effective dialogue with parents/carers in accordance with the Academy's policies.
- 3 Maintain a dialogue with support services, advisory staff, and the communities that serve the Academy as related to behaviour management.
- 4 Communicate attendance and punctuality concerns to tutors and parents/carers, working with them to ensure improvement.
- 5 Liaise with parents/carers in relation to behaviour and welfare concerns, outlining the PD system or offering wellbeing services where appropriate, working with them to develop action plans appropriate to the student.
- 6 Contact parents/carers as appropriate with regard to investigations into threats, incidents of violence and/or bullying.
- 7 Respond to parental enquiries and follow up, logging date, time, reason and action.
- 8 Assist with the preparation of student reports and liaise with the administration team in the production of all student data and standard /general letters home.
- 9 Build relationships and liaise effectively with outside agencies.
- 10 Ensure all student records are kept up-to-date, both electronic and hard copies, where appropriate, ensuring all vital information provided to staff.
- 11 Liaise with the Vice Principal, Senior Team, PD Leader and PD Co-ordinators to identify strengths and weaknesses in the implementation of Personal Development.

- 12 Participate in Pastoral Team meetings and other meetings relevant to the year group.
- 13 Support the Academy in promoting positive relationships within the community.

Extra-Curricular Activities and Events

- 1 Promote the provision of extra-curricular activities for students.
- 2 Assist in organising Parents' Evenings and assist with other Academy Year Group events.

Miscellaneous

- 1 Take responsibility for a specified task across the year group as agreed with the Principal.
- 2 To provide break relief and absence support to other administration functions as required.
- 3 Invigilate examinations as and when required.
- 4 Ensure that you take care of your own Health and Safety and that of your colleagues in-line with the Academy's Health & Safety policy.
- 5 Attend all training provided in line with Academy Policy.
- 6 Participate in annual reviews of performance, providing clear evidence of impact.
- 7 Undertake any other duties as may reasonably be required by the Principal.
- 8 Play a full part in the life of the Academy community supporting its distinctive mission, ethos and values, actively promoting its policies and practices.
- 9 Work as a member of a designated safeguarding team and contribute positive to effective working relations within the Academy by attending all appropriate meetings.
- 10 Engage actively in the Performance Management Review process.
- 11 Participate in the Academy's Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole Academy training plan.
- 12 Carry out your duties in accordance with the Academy's Equal Opportunities policy.

Notes:

- This job description is not necessarily a comprehensive definition of the post. It may be reviewed at any point or be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.

Person Specification – Personal Development Co-ordinator

	Essential	Desirable
Education/Qualifications		
Numeracy, literacy and ICT skills equivalent to Level 2 or above	✓	
Relevant professional training or development	✓	
First Aid Training		✓
Experience		
Working with or caring for children of relevant age.	✓	
Collaborative and supportive work with colleagues within the organisation	✓	
Collaborative and supportive work with parents.		✓
Skills and Knowledge		
Basic understanding of child development and how children learn	✓	
Understanding of relevant policies/code of practice and awareness of relevant legislation		✓
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		✓
Ability to relate well to young people and adults.	✓	
Good oral and written communication skills.	✓	
Good listening skills.	✓	
ICT skills appropriate to the role, including audio visual and copying equipment	✓	
Effective time management.	✓	
Effective and efficient organisation and administrative skills.	✓	
Committed to continual personal and professional development.	✓	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all students.	✓	
Work constructively as part of a team.	✓	
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓	
Be resilient and demonstrates ability to work well under pressure.	✓	
Able to adopt a flexible working practice.	✓	
Excellent record of attendance and punctuality.	✓	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	✓	