

**MATRIX ACADEMY TRUST**  
**Job Description– Pastoral Intervention Lead**

<b>Reports to:</b>	Assistant Headteacher
<b>Salary:</b>	Scale Group 12 Spine Point 45-48
<b>Responsible for:</b>	Leading a range of intervention strategies to positively impact the outcomes of pupils.
<b>Main Purpose:</b>	Mentoring pupils or groups of pupils to remove barriers to learning.
<b>Main Activities:</b>	<ul style="list-style-type: none"> <li>• Develop, resource and deliver a range of interventions that are tailored to specific needs of pupils, including after school clubs/activities.</li> <li>• Act as a mentor to identified pupils through one-on-one, group sessions or workshops.</li> <li>• Liaise with SLT and department leads when necessary.</li> <li>• Monitor the impact of interventions through detailed tracking systems.</li> <li>• Prepare impact summaries and case studies to share with relevant staff and leaders.</li> <li>• Manage a referral system to allow the selection of appropriate pupils or groups of pupils to work with.</li> <li>• Support SLT and Heads of House with parental meetings/communications when required.</li> <li>• Lead on external trips/visits/experiences for pupils participating in the intervention programmes.</li> <li>• Liaise with external services and providers when required.</li> <li>• Design and deliver relevant CPD for staff when required.</li> <li>• Be a positive role model for all pupils.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• To encourage pupils to follow this example.</li> <li>• To actively support school policies.</li> <li>• To attend any other training courses as required.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: .....

Postholder Signature: ..... Date: .....

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**Person Specification – Pastoral Intervention Lead**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Mental Health First aid trained	D	A
Any other relevant qualifications surrounding safeguarding and pastoral care	D	A
<b>Experience and Knowledge</b>		
Working within a similar role involving young people	E	I/A
Experience of running one-to-one or group sessions with young people	E	I/A
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Working within a school or fast paced environment	D	A/I
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Have strong organisation and time management skills	E	I
Able to prioritise own workload and multi-task	E	I/S
Ability to be a flexible worker due to the different demands of the role	E	I
Be self-reflective and independent	E	I
Excellent inter-personal skills, with both children and adults	E	I
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I
Ability to handle highly confidential information	E	I

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*