

Pastoral Care & Support Hub Coordinator

Department:	Pastoral Care & Support
Hours:	1.0 FTE (35 hrs) or 2 x 0.5 FTE (2 x 17.5 FTE)
Working Pattern:	Monday – Friday, 8.30am, - 4.30pm, Term Time only
Salary:	£24,311.84 per annum (based on £15.68 per hour)
Contract Type:	Fixed Term, one academic year
Reporting to:	Deputy Head (Pastoral Care)
Direct Reports:	N/A
Location:	Euclid Campus

The Role

Job Purpose:

The PCS Hub Co-ordinator will oversee a dedicated safe haven within the school, designed to provide emotional and psychological support to pupils. This role is crucial in offering a calm environment for dysregulated pupils to regain composure and receive necessary support. The PCS Hub Co-ordinator will also facilitate group activities and structured support sessions to address common stressors such as bereavement, academic pressure, and anxiety. By managing this space, the PCS Hub Co-ordinator will ensure consistent availability and support for pupils, enhancing their overall school experience.

Key Outputs & Responsibilities:

Responsibilities:

Pastoral Care and Support

- Ensure the PCS hub is staffed during all advertised times.
- Provide a caring listener for any pupils who arrive and wish to talk.
- Engage with pupils to develop a welcoming and safe space.
- Quickly raise any significant concerns to enable the school to respond and support where needed.
- Implement support groups where pupils can speak openly about their concerns and develop healthy coping strategies, such as an anxiety management group (training provided).
- Liaise closely with lead pastoral staff, such as PT PCS or the Deputy Heads, on general trends and specific pupils where appropriate.

- Share concerns raised by pupils in the PCS hub with the appropriate members of staff, ensuring no confidentiality is offered.
- Support the completion of key pastoral paperwork, specifically linked to GIRFEC.
- Treat all information relating to a pupil with professional respect, comply with school policy and practice, and receive training where necessary to be a proactive member of the school and Pastoral Care and Support team.
- Ensuring the PCS Hub is integrated into the wider school support system, with clear communication channels between pupils, teachers, parents and support staff.

IT and Databases

- Maintain a good working knowledge of relevant school databases such as iSAMS.
- Be competent in the use of Microsoft Office software.

Administration

- Support Pastoral Staff, Learning Skills dept and Health and Wellbeing Centre administration with admin functions e.g. contacting parents and liaising with external agencies.
- Collaborating with external organizations and professionals to provide additional resources and expertise. The role would support the PCS team in sourcing and arranging outside speakers for PSHE sessions.

Person Specification

Essential:

Experience

- Proven experience of working in an education, pastoral or healthcare setting with young people.

Knowledge / Qualifications

- Knowledge of Microsoft Office applications or equivalent.
- Basic knowledge of First Aid.
- A sound understanding of the mental health challenges facing young people.

Skills / Competencies

- Be a kind, caring and empathetic individual.
- Be able to work independently and with initiative.
- Be committed to the School's mission, aims and values.
- A confident communicator.
- Ability to remain calm under pressure.
- Reliable and conscientious.

Desirable:

Experience

- Experience supporting young people's mental health.

Knowledge / Qualifications

- Mental Health First Aid.
- First Aid Training.

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.