



PASTORAL CARE POLICY

Secondary Department

Everyone at the British School of Tenerife is recognised as an individual with their own needs, interests and challenges. Our school has a strong teamwork approach to ensure that each student has the support and guidance needed during their studies. All teachers play an active part in the welfare of our students and are committed to providing.

- Academic support
- Pastoral support

On entry to our school, students are placed in Tutor groups of mixed ability according to chronological age. Tutors are the focal point of contact for academic and pastoral support of the students in their Tutor Group. Their primary role is to offer support and guidance, ensuring that each student is fulfilling their potential.

Academic Support:

Subject teachers liaise with pastoral Tutors who will monitor the academic progress of the students in their group. They are responsible for providing general comments on academic progress of individuals in their group in their school reports and also in meetings with parents.

Pastoral Support

Tutors meet daily with their groups for registration. They are responsible for giving out information during this time and can make appointments for longer and more personal consultations with individuals during break times.

Tutors monitor punctuality and attendance, liaising with parents as appropriate.

Any pastoral concerns are then shared with the School Counsellor, SEND Co-ordinator and Key Stage Co-ordinator, as and when it is appropriate. Parents are given feedback from the tutors on any pastoral concerns.

School Counsellor

The School Counsellor delivers PSHEE lessons to all students in Key Stage 3 and is available for consultations and counselling sessions with all students, if required. The School Counsellor gives feedback to Tutors and Key Stage Co-ordinators on a regular basis and follows the procedures in accordance with the School policies. It may also be necessary for contact to be made with external agencies for support.

SEND Co-ordinator

Students of concern academically may be referred to the SEND Co-ordinator who may make evaluations to see if any particular learning support is required. If there are any pastoral concerns, in liaison with the Student Counsellor, referrals may be made to outside agencies.

Head of Key Stage

Each Key Stage is managed by a Coordinator who supports the tutors and School Counsellor in order to provide adequate support and guidance to the students both academically and pastorally.

Role and Responsibilities of the School Counsellor across Primary and Secondary

- To provide a high-quality counselling service to students experiencing a wide range of emotional problems.
- To provide support, guidance and advice to staff, parents and carers.
- To observe confidentiality and to support the school's endeavour to provide excellent teaching and learning for all students.
- To be responsible for maintaining appropriate and confidential records.
- To act as Designated Safeguarding Officer.
- To liaise with the SMT keeping them apprised of all relevant cases.
- To be responsible for dealing with issues of bullying.
- To be responsible for teaching KS3 PSHEE.
- To be responsible for Continuing Professional Development
- Take responsibility for personal professional development, keeping up-to-date with research and developments, which may lead to improvements in the counselling service provided.

- To arrange and deliver relevant training for staff as and when needs are identified.

To be reviewed January 2020