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## Job Description Pastoral Leader

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**Responsible to:** Assistant Headteacher: Behaviour and Standards / Associate Senior Leader: Behaviour and Attitudes.

**Based at:** Dinnington High School

**Paid at:** Support Staff Band F

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### OVERALL PURPOSE OF THE POST

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- To support the personal development, welfare and behaviour of all students.
- To work with key academy staff to ensure that all students are respectful, responsible and resilient.

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### MAIN DUTIES

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#### Behaviour and Standards

- To lead day-to-day management and high standards of pastoral leadership of the year group, along with the setting, development and implementation of policies, plans, targets, practices and procedures, related to the Pastoral Leadership of students within the context of the vision, ethos, aims and objectives of the academy.
- To participate in the whole academy 'on call' system.
- To undertake break/lunch duties as directed.
- Support the application of the academy's Behaviour for Learning Policy.
- 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.
- Undertake proactive and reactive meetings with students (and their teachers and parents/carers where relevant) related to addressing issues of behaviour and academy standards.
- Oversee the system of detentions for students in the year group, including collation of detention days and undertaking detention holding duties.
- Support the tutors by both supporting and disciplining students as and when appropriate.
- Undertake registration of tutor groups in the absence of tutors.
- Manage any minor tutor group changes throughout the academic year and ensure that there is an induction programme in place for students entering the year group 'midterm'.
- Support delivery of celebration assemblies.
- Liaison with support tutors to monitor patterns of negative behaviour.
- Support supervision of consequence room in the absence of post holder.

#### Safeguarding and Student Welfare

- Support the welfare of students in association with the core safeguarding team. Follow up incidents. Maintain detailed records including CPOMS. Support sanctions where appropriate. Communicate with parents/carers.
- To attend meetings with parents, multi- agency partners including Social Care and Early Help and academy staff including, TAF, CIN meetings and all meetings deemed appropriate to the wellbeing of the students in the year group.
- To be responsible for ensuring that the academy Safeguarding Policy is adhered to and concerns are raised in accordance with the policy and reported to the Designated Safeguarding Lead.
- Assist in the preparation of reports for the designated safeguarding lead including confidential items, social care and medical information with and for relevant partner agencies.

- Make arrangements for admission and leavers, including the transfer of documentation, in liaison with the DSL.
- Effectively use recognised systems of student information recording and retrieval including CPOMS, SIMS/Bromcom and the attendance data.
- Maintenance of accurate, objective and swiftly timed reports for the designated safeguarding lead and multi-agency partners.
- To support with first aid as and when required (training will be given).

#### **Attendance and Punctuality**

- To have an overview of the year group's punctuality and attendance ensuring parents are informed and involved. To support the academy's drive for improved attendance, including celebration in assembly.
- Support the work of the Attendance Officer to ensure improved attendance of identified cohorts. This could include targeted intervention, parental communication and home visits.
- Prepare attendance updates for attendance strategy meetings.
- Lead and administer year group detentions for punctuality.

#### **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.
- To provide support/cover as and when required for the consequence room.

#### **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

*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
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Proven experience of working with children and young people in a variety of situations.</li> <li>Experience of resolving issues relating to young people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with external contacts. An understanding of child protection issues.</li> <li>Administration particularly in relation to, recording information, maintenance of filing systems and completing correspondence.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>GCSE English and mathematics grade C or above (or equivalent).</li> <li>Commitment to attend appropriate training and development commensurate with the post.</li> </ul>	
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure.</li> <li>Ability to interpret guidelines and procedures and advise accordingly/listen, act upon guidance procedure, advice and work collegially.</li> <li>Ability to self-manage and to delegate tasks.</li> <li>Experienced in the use of e-mail and the internet.</li> <li>Understanding of the educational sector/provide unrelenting challenge to students.</li> <li>Ability to problem solve in a fast-paced environment.</li> <li>Ability to relate well to adults and young people.</li> <li>Strategic awareness – ability to work with school priorities/policies in a joined-up way with others, internally and externally.</li> <li>Operate democratically, transparently and be accountable.</li> <li>Basic knowledge and understanding of Health and Safety issues, and ability to identify risks within personal sphere of work.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of how to monitor student performance through data.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>Strong oral and written communication skills with a wide variety of audiences.</li> <li>Good interpersonal skills - ability to deal effectively with a wide range of people at all levels.</li> <li>Discrete and sympathetic when dealing with sensitive and confidential matters.</li> <li>Calm and able to handle difficult situations firmly yet with understanding.</li> <li>Ability to work on own initiative.</li> <li>Can inspire and motivate others to deliver their full potential and achieve goals.</li> <li>Demonstrates honesty and integrity.</li> <li>Develops and selects effective solutions to problems and proactively manages risk and change.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>Flexible approach to working - the post may involve attending occasional academy events/open days.</li> <li>Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others.</li> </ul>	