
Job Description for Senior Pastoral Leader

Responsible to: Assistant Headteacher

Based at: Dinnington High School

Salary: Band H

OVERALL PURPOSE OF THE POST

Supporting the Assistant Headteacher with the effective day to day management of KS3 and KS4, taking a lead in selected school systems and routines that maintain a positive climate for learning and uphold the high expectations as outlined in the behaviour for learning policy. Specifically, this entails:

- Providing a presence around all key stages during lesson and unstructured time; ensuring behaviour, standards and routines are maintained without slippage.
- To have oversight of behaviour and standards within key stage 3 and 4; supporting decision making on behaviour according to policy.
- Act as the most senior pastoral leader when engaging with parents and preventing escalation of pastoral issues towards senior leadership team.
- Provide and define a model of good practice for all stakeholders (staff, students, parents)
- Provide CPD, aligned to the defined model, for colleagues where areas for development within their practice has been identified.

MAIN DUTIES

Vision, Ethos

- Under the direction of the Assistant headteachers for KS3 and KS4; ensure day to day organisation meets the needs of all students.
- Be a visible presence and be part of the leadership and decision making in any improvement activity that relates to student values and behaviour.

Senior Pastoral oversight and identified year group.

- To consistently implement all elements of the Behaviour for Learning policy and support the management of student conduct within the Academy, consistently implementing systems and routines
- Have oversight of the reflection room; ensuring the highest standards of students work and behaviour.
- Under the direction of the Assistant Headteacher, lead and have oversight for the Academy's detention system ensuring policy and process is executed swiftly, according to the BFL policy and that no student is left without follow up.
- Ensure all students wear correct academy uniform, or are otherwise appropriately dressed and bring the right equipment to the academy. This includes ensuring there is always a sufficient uniform stock and a clear protocol for the loaning of uniform.
- Support with preventative measures where students have repeat instances of negative behaviours

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 vision and strategic objectives and to demonstrate its values through their behaviour.

- To undertake duties and support with student movement around the Academy site
- Ensuring restorative conversations with staff, and where appropriate other students, are held following a sanction which is deemed to be at a consequence room level and above
- To assist with 'On Call' process, ensuring that all learning environments are positive, orderly and safe
- Undertaken paperwork, communication to all stakeholders for students' movements via Managed moves and Off-site directions.
- To lead on the Academy report system as a mechanism to improve student behaviours
- Ensure students are punctual to lessons and move safely around the building.
- To lead on the readmission meetings for students who have been internally suspended.
- To support in readmission meetings where students have been internally suspended to an alternative or have received an external suspension.

Systems and routines

- Collectively with the Assistant Headteachers implement the Academy's systems and routines to ensure a calm and purposeful learning environment
- Ensure Pastoral leaders undertake their morning duties to support with the implementation of the Academy processes, systems and routines
- 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 for Learning Policy. Do so through liaison with subject leaders, classroom teachers and tutors.

Communication and Data

- Monitor student behaviours to ensure appropriate sanctions are put in place to support a positive behaviour culture
- Monitor student behaviours to ensure praise and reward is regular and celebrates students' achievements
- To communicate with parents/carers, school staff and external agencies effectively, accurately and professionally, at all times
- To facilitate and lead parental meetings to support a positive behaviour culture and re-engagement of students back into the Academy following readmission
- Undertake induction of new students to the Academy
- Effectively use recognised systems of student information recording and retrieval including CPOMS, Bromcom and the attendance data.
- 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 Bromcom and CPOMS.

Attendance and Punctuality

- To have an overview of the punctuality and attendance of all students ensuring parents are informed and involved. To support the academy's drive for improved attendance.
- Support the work of the attendance officer to ensure improved attendance of identified cohorts. This could include targeted intervention, parental communication and home visits.
- Attend attendance strategy meetings and prepare relevant updates on students/groups of students when required.

Safeguarding and Student Welfare

- Ensure that all students are well cared for, safe and secure in order that they can flourish in learning.
- Support the welfare of students. Follow up incidents. Maintain detailed records including CPOMS.

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- To be responsible for ensuring that the academy safeguarding/child protection policy is adhered to and concerns are raised in accordance with the policy and reported to the DSL.
- Make arrangements for admission and leavers, including the transfer of documentation, in liaison with the designated safeguarding lead and attendance officer.
- Effectively use recognised systems of student information recording and retrieval including CPOMS, Bromcom and the attendance data.
- To support with first aid as and when required (training will be provided).

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 school, actively seeking to eliminate any direct or indirect discriminatory practices and behaviour.
- To observe at all times confidentiality appropriate to the post and to work within Trust Guidelines of Data Protection.

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 college/trust, and only after consultation with you.

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Person Specification for Senior Behaviour Lead

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
Relevant Experience	<ul style="list-style-type: none"> Proven experience of working with children and young people in a variety of situations. Experience of resolving issues relating to young people. 	<ul style="list-style-type: none"> Recent experience of working with young people. Working knowledge of computer information applications e.g. Word, Excel.
Education and Training	<ul style="list-style-type: none"> GCSE English and mathematics grade C or above (or equivalent). Commitment to attend appropriate training and development commensurate with the post. 	
Special Skills and Knowledge	<ul style="list-style-type: none"> Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure. Ability to interpret guidelines and procedures and advise accordingly/listen, act upon guidance procedure, advice and work collegially. Ability to self-manage and to delegate tasks. Experienced in the use of e-mail and the internet. Understanding of the educational sector/provide unrelenting challenge to students. Ability to problem solve in a fast paced environment. Ability to relate well to adults and young people. Strategic awareness – ability to work with school priorities/policies in a joined up way with others, internally and externally. Operate democratically, transparently and be accountable. Basic knowledge and understanding of Health and Safety issues, and ability to identify risks within personal sphere of work. 	<ul style="list-style-type: none"> An understanding of how to monitor student performance through data.

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<p>Personal Skills and Qualities</p>	<ul style="list-style-type: none"> • Strong oral and written communication skills with a wide variety of audiences. • Good interpersonal skills - ability to deal effectively with a wide range of people at all levels • Discrete and sympathetic when dealing with sensitive and confidential matters • Flexible and able to adapt to change • Calm and able to handle difficult situations firmly yet with understanding • Ability to work on own initiative • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity. • Develops and selects effective solutions to problems and proactively manages risk and change 	
<p>Additional Factors</p>	<ul style="list-style-type: none"> • Flexible approach to working - the post may on occasion involve attending academy events/open days. • Equality and Diversity - demonstrate fairness and respect in managing own behaviour and the behaviour of others, 	

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