

Pastoral Leader

Post:	Pastoral Leader
Salary grade:	Grade I SCP 28-31
Responsible to:	Senior AHT – Behaviour and Attitudes

Core Purpose: To support the Senior Assistant Headteacher for Behaviour and Attitudes in ensuring positive outcomes for all learners, high quality pastoral care and safeguarding of students. Support students in achieving their full academic potential and develop as well rounded citizens enabling them to progress to post 16 education or employment. Demonstrating the leadership qualities expected of a leader within Whickham School playing a full part in the life of the school community; supporting the school mission and ethos and ensuring staff and pupils follow this example. The post holder is responsible for the pastoral care and academic achievement of one year group in the lower school.

1. Leadership of a year group.

Lead the pastoral care of the assigned year group ensuring it provides students with a challenging and safe environment in which to flourish. To value every student irrespective of ability, behaviour and performance and to evidence that value in every interaction. Support students in developing positive learning behaviours, ensure they are safe and happy, make strong academic progress and are ready for the challenges of the world of work or further study.

1.1 Ensure strong student attendance through promotion of good attendance in assemblies and year group gatherings; monitoring attendance and punctuality; implement attendance and punctuality systems, ensuring all staff record attendance accurately and in a timely manner; engaging with students and their parents/carers to address attendance concerns; set high attendance expectations.

1.2 Ensure that pupil conduct is consistently strong through ensuring staff implement related school policies; regular monitoring of conduct and code of dress for all pupil groups; promote and support others in using restorative behaviour approaches; acting as the mediator in restorative chats; ensuring effective strategies are in place to support and challenge pupils, parents and carers where standards fall below school expectations; carry out investigations of incidents involving pupils and provide accurate accounts to inform decision making and actions.

1.3 Coordinate behaviour and wellbeing support by cooperating with staff and outside agencies to ensure pupils receive appropriate support; developing links with parents to ensure coordinated provision and exchange of information; developing pastoral support plans for individual pupils; ensuring staff use behaviour monitoring systems effectively; coordinating the rewards system for your year group; manage and supervise detentions.

1.4 Support pupils' personal and social development through effective mentoring and guidance; effective use of assemblies; participation in enrichment events; providing support and guidance to tutors; supporting and contributing to the citizenship programme.

1.5 Remove barriers to learning through effective assessment of pupils' needs; communicating support requirements to relevant staff and agencies; using strategies to improve participation in school events; monitor the impact of support and adjust where necessary.

1.6 Mentor and support pupils through regular communication with pupils, parents and carers; ensure tutors effectively support and mentor pupils in their care; where appropriate refer pupils to external support agencies.

1.7 Provide strategic leadership of a tutor team through quality assuring tutor time activities and resources; monitoring the tutorial and pastoral provision and holding tutors to account when expectations are not being met; provide support and challenge to a team of tutors to deliver effective provision; ensure tutors maintain accurate records; ensure tutors discuss SIMS and Class Charts data with students and intervene where required.

1.8 Provide day-to-day safeguarding for pupils through meeting the Whickham school safeguarding policy; attending relevant CPD; using CPOMS to accurately record and act upon safeguarding issues; ensuring good communication with parents and appropriate external organisations in meeting safeguarding needs, including off-site providers.

2. Operational Leadership

All pastoral leaders are expected to undertake daily supervision duties and be highly visible during the school day to maintain good standards of behaviour. Pastoral leaders are expected to work together to develop a positive culture of care and maintain the high standards expected of all at Whickham school. All members of the pastoral team are expected to meet the following responsibilities:

2.1 Ensure pupils receive targeted support when required through effective identification; working with others to develop individual action plans for targeted pupils; liaise with the achievement team to ensure plans are implemented; monitor the effectiveness of plans and adjust where necessary.

2.2 Ensure pupils are reintegrated effectively To support the re-integration of pupils excluded from school or following an alternative timetable; liaise with staff on the local authority pupil placement panel to facilitate managed moves and in year transfers; liaise with FL's and BIS to support integration of pupils; write and agree part time pupil timetables where appropriate; ensuring staff meet school pupil support plans, policies and procedures.

2.3 Support the development of positive home school relationships through effective and supportive communication with parents and carers; carrying out home visits with hard to reach parents; coordinate action plans with the family liaison officer.

2.4 Provide accurate information to staff and outside agencies through keeping up to date records; liaising with appropriate staff to provide behaviour and attendance reports; ensure child protection concerns are recorded accurately in CPOMS; ensuring confidentiality is maintained at all times.

2.5 Support the integration of new pupils into school through effective communication with pupils, parents, staff and outside agencies; developing a transition programme to support the transition from Year 6 to Year 7; in the case of Year 6 transition carrying out school visits to share information and identify needs.

The post holder is expected to be present at parent & open evenings and to attend training and professional development events.

The post holder is expected to be a designated first aider and maintain up to date first aid certification.

Hours of Work:

- 37 hrs per week. Flexible working – you must be at work between the hours of 8:00am and 4:30pm and you may be required to work any time between 7:30am and 5:00pm (evening meetings and training are in addition to this requirement)
 - Any additional hours worked will be banked. Banked time can be taken as part or whole days during school holidays.
 - You will be expected to work all term time days, training days and three days in the summer holidays during examination results periods.
 - Electronic monitoring systems are used to record working hours. Working before 7:30am or after 5:30pm would require prior approval from a line manager (evening meetings and events excepted). Banked hours must be used before the start of each term and there will be no payment in lieu of hours not used. Some weekend/school holiday working will be required.
1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
 2. To carry out any reasonable request made by the Headteacher or line manager.
 3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed (Post holder)

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