

# Newall Green High School

## Job Description Pastoral Leader

Grade 6 - Term Time only – plus 10 days

The post holder will report to the appropriate Line Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

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### **Main Purpose of the Job:**

To take responsibility for providing a designated year group of students with outstanding pastoral care and guidance as well as developing positive links between home and school, working closely with parents / carers to ensure that every student will thrive and succeed.

To address attendance, behavioural, pastoral and welfare issues, taking a lead role within the school in addressing the needs of pupils who require particular help to overcome barriers to learning.

To work collaboratively with all school staff and external support agencies in order to support student wellbeing across the school providing accurate attendance, punctuality, behaviour and other pastoral data to Governors, Leaders, and staff as required.

To take a lead role in the supervision of the school supporting all staff in maintaining a positive learning environment with high expectations, including out of lesson supervision/duties, 'on call', detention, other strategic support systems and strategic behaviour intervention.

To maintain and provide line management and supervision of support staff, including implementation of performance management procedures.

### **Main Duties: 'You will....'**

#### **Student Leadership and Pastoral Management:**

- Actively promote and celebrate positive behaviour and conduct setting high expectations for all students within the school.
- Effectively lead and manage the behaviour of the year group, ensuring the regular monitoring of behaviour through learning walks, managing behaviour escalations, preventing issues through a range of mediation strategies and addressing incidents that occur during the day through the 'on call' system.
- Establish and maintain a high profile across the school using a range of proactive strategies to support positive behaviour and implement effective sanctions as appropriate.
- Undertake investigations into reported misbehaviour/incidents and implement sanctions according to school policy.
- Work closely with Curriculum Leaders and Teachers to identify barriers to learning and achievement; guide and direct staff in the implementation of intervention and support strategies to overcome those barriers.

- Plan, implement and review personalised programmes for vulnerable students in conjunction with appropriate staff, providing the necessary information to tutors, teachers and parents.
- Encourage pupils to interact and work co-operatively with others and engage all students in activities to promote the inclusion and acceptance of all students.
- Create a safe and friendly environment where students are able to come and discuss concerns; offering support to students, through discussion, practical resolutions and providing additional mentoring or support where necessary.
- Be the first point of contact with students to raise safeguarding concerns, taking initial responsibility for Child Protection matters within the year group and working with the Safeguarding Team to support students at risk.
- Know the vulnerable students within the year group and act as a champion for them.
- Be aware of and support difference and diversity, to ensuring all students have equal access to opportunities to learn and develop.
- Lead on the successful re-integration of students on return to school e.g. from exclusion / alternative education placements and on work experience placements as appropriate.
- Take a lead role in managing the speedy/effective transfer of pupils across phases and the integration of those who have been absent / transfer mid-year.
- Uphold standards within the year group regarding uniform and equipment, supporting and challenging parents/carers to ensure their child adheres to school policies.
- Work with the assigned SLT member to develop and coordinate an appropriate pastoral curriculum for the year group.
- Develop and deliver creative assemblies to the year group supporting ethos, current affairs and the pastoral / PHSE curriculum.
- Develop the role of the Year Council and ensure students are more actively involved in school life.
- Coordinate and lead charity and community work across the year group.
- Organise and be present at the Parents' Evenings, other appropriate events and Information Evenings.
- Actively promote the positive reputation of the school and the community, for example by liaising with local residents and ensuring our students are ambassadors for the school.

### **Attendance and Punctuality:**

- Take responsibility for the attendance and punctuality of all students in the year group, ensuring that all school procedures relating to attendance and punctuality are followed.
- Ensure that all morning registers are completed promptly, are checked alerting staff to any registers not taken and implement the first day absence calling procedures accordingly.
- Monitor the attendance and punctuality to lessons of students throughout the day taking action to address truancy and poor punctuality.

- Identify students who are on track to become Persistently Absent (PA) and implement a variety of interventions to improve their attendance to consistently reduce the number of PA students within the year group.
- Take a lead role in the development, implementation and monitoring of systems, relating to attendance, e.g. registration, truancy, pastoral systems, sanctions and rewards.
- Maintain appropriate casework records so the impact of intervention is evidenced to a standard required by the Local Authority and prepare appropriate documentation to support legal sanctions, and to present in court.
- Ensure appropriate arrangements are made for students who are unwell or who have long term absence issues during the academic year e.g. appropriate work sent home.

### **Communication & Liaison:**

- Be an exemplary leader in all dealings with staff, students, parents, stakeholders and outside agencies.
- Liaise with parents/carers, and establish effective relationships, exchanging information, facilitating their support for their child's attendance, conduct, learning and supporting home to school links.
- Work constructively with parents/carers to support them in helping their child to improve, where improvement is needed.
- Communicate concerns to parents and carers on specific student health, welfare, pastoral and wellbeing matters.
- Be the first point of contact for parents after form tutors, in relation to student pastoral care and barriers to learning.
- Respond to parental enquiries and follow up concerns swiftly.
- Co-ordinate, plan and carryout home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.
- Ensure all student records, both electronic and hard copy, are kept up to date and that all relevant information is disseminated to staff.
- Ensure that members of the SLT and appropriate staff are kept up to date on matters pertaining to the year group.
- Prepare pastoral and educational reports on students, including Behaviour & Attendance Reports, Pastoral Support Plans, Personal Educational Plans and to contribute to Individual Educational Plans as appropriate.
- Lead on Early Help Assessments, signposting families to external agencies and representing the school at multi-agency meetings which involve vulnerable pupils.
- Act as lead professional for the school in matters of students' welfare attending external meetings as appropriate.
- Develop and maintain effective partnerships with external agencies making appropriate referrals as required and providing appropriate information and reports as necessary.
- Facilitate the transfer or placement of students to and from other schools, including managed moves.

### **Support for the School:**

- Actively work to promote the overall ethos/work/aims of the school.
- Comply and effectively implement all school policies and procedure.

- Engage in strategic planning and decision making related to pastoral care across the school.
- Actively contribute to the review and development of policies and procedures relating to child protection, health and safety and security, pastoral care, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Assist in maintaining high standards of health and safety at all times.
- Undertake a lead role in the supervision of pupils within school, on educational visits and out of school activities.
- Meet and greet students in your year group from 8.20 am in the dining room.
- Have a high presence amongst students in the morning e.g. making visits to form groups during registration time and supporting them in key lessons throughout the day ensuring they are fully engaged in lessons.
- Supervise break and lunch duties, in line with the school's duty rota, to ensure all students have outstanding conduct during social time.
- Lead and coordinate the school's detention / internal exclusion systems to support exemplary conduct around school.
- Assist in the supervision of classroom and outdoor activities being available to provide emergency lesson cover for your own year group in the event of teacher absence.
- Contribute to the identification and delivery of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Take a lead role regarding the planning, delivery and evaluation of specific projects / interventions to help overcome barriers to learning.
- Attend and participate in regular meetings, professional development and other learning activities as required.
- Undertake any other reasonable duties which may be assigned to the post from time to time as directed by the Headteacher.

### **Line Management Responsibilities:**

- Actively lead the team of Form Tutors and Attached Tutors developing positive working relationships and creating a positive team ethos across the year group.
- Coordinate and lead a range of year team / pastoral meetings to ensure that effective pastoral support is provided to all students reviewing actions, deadlines and outcomes as appropriate.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Recognise your own development needs and actively seek opportunities for CPD
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake recruitment/induction/performance management/training/mentoring for identified support staff under the direction of the headteacher.

## Person Specification:

<b>In order to succeed in this role, a candidate will need:</b>		Evidence
<b><u>Training / Qualifications / Experience</u></b> <ul style="list-style-type: none"> <li>• A Levels or NVQ3 or equivalent qualifications</li> <li>• Recent participation in relevant CPD activities</li> <li>• Proven experience in the 11-16 phase</li> </ul>	<b>T</b> <b>E</b> <b>E</b>	A A / I A / I
<b><u>Professional Knowledge &amp; Understanding</u></b> <ul style="list-style-type: none"> <li>• To be a committed educational professional, with experience to support the school in its next stage of development</li> <li>• A good understanding of current relevant issues &amp; developments within education</li> <li>• Knowledge of strategies for raising achievement of all students in an urban educational setting</li> <li>• Knowledge of strategies to develop the character of students in an urban educational setting</li> <li>• An understanding of the role of support staff and other professionals who work to help students reach their potential.</li> <li>• To be a caring and committed professional who has the highest expectations of all students</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	A / I A / I A / I A / I A / I A / I
<b><u>Abilities / Skills / Qualities</u></b> <ul style="list-style-type: none"> <li>• To be able to articulate a clear vision for high quality education</li> <li>• To be forward thinking with a 'can do' attitude</li> <li>• Good problem solving skills</li> <li>• Computer literate with ability to analyse attendance and behaviour data.</li> <li>• Ability to deliver assemblies on key issues to students</li> <li>• The ability to monitor key pastoral measures, evaluate and challenge using a range of evidence</li> <li>• To be able to plan, prioritise and manage a varied workload, making best use of available resources</li> <li>• Excellent communication skills with the ability to relate to all sectors of the school community</li> <li>• The ability to enthuse, inspire, support and motivate others</li> <li>• To be able to identify barriers to learning and engagement, including behaviour management strategies</li> <li>• To be able to work with and engage the wide range of students and families we have in our school</li> <li>• To be able to produce good quality written documentation that effectively communicates key pastoral information to different audiences</li> </ul>	<b>E</b> <b>E</b> <b>D</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	A / I A / I A / I A / I A / I I I A / I A / I A / I A / I A / I
<b><u>Other Requirements</u></b> <ul style="list-style-type: none"> <li>• To be able to successfully collaborate with colleagues across school and in different organisations</li> <li>• Energy, tenacity and the ability to work under pressure</li> <li>• Willingness to undertake first aid training</li> </ul>	<b>E</b> <b>E</b> <b>E</b>	A / I A / I A / I

*T = Threshold (Minimum requirements), E = Essential, D = Desirable*

*A = Application, I = Interview, S = Selection Activities (e.g. Lesson Observation)*