



Pastoral Leader Job Description

Grade:	SET Grade 7 - £22,401 - £25,463	Staff responsibility:	Yes	Essential Car user:	No
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Purpose and Objectives of Post:
 The post holder will be an enthusiastic, passionate, creative, flexible and innovative individual with the drive and determination to successfully contribute to whole school improvement. A dedicated team player who develops excellent relationships with learners and colleagues and secures an effective team approach with staff to meet the learning needs of learners in supported years.

A professional who communicates clear expectations, leads by example and promotes at all times positive behaviour for learning, modelling and securing high standards of behaviour, appearance, punctuality, and attendance with learners in the supported years.

Accountabilities/Responsibilities – appropriate for this post:

- Generic Responsibilities:**
- Liaise with form mentors in the care, support and development of learners in your assigned year
 - Support Year Progress Leaders in the care, support and development of learners in your assigned years
 - Ensure that the School's Positive Behaviour for Learning (PBfL) policy of rewards and sanctions is actively promoted, including your role within that policy.
 - Ensure the detention system works in line with the School's PBfL policy including the supervision of relevant detentions.
 - Have full regard for and comply with all policies and procedures relating to safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
 - Ensure teachers are monitoring learners' personal, social, moral, spiritual and cultural development. This includes planner, equipment, uniform and appearance checks in form time.
 - Liaise and communicate with subject staff any individual learner issues.
 - Ensure the maintenance of accurate and up to date information concerning learners on the school's information system i.e. SIMS
 - Work in partnership with Year Progress Leaders to co-ordinate any programme of extra-curricular and voluntary activities for the year group such as trips, charity work etc in line with school policies
 - Assist with attendance and punctuality by inspecting attendance records and checking reasons for absence, truancy and lateness, and to liaise with other agencies, Year Progress Leaders and SLT link as appropriate.
 - Support as appropriate Year Progress Leaders with form mentor meetings and communicate concerns/achievements regarding individuals to Year Progress Leaders and form mentors.
 - Arrange meetings with parent/carers in order to acquaint them with the school policies, or to discuss the welfare and general problems arising with any particular learner.
 - Communicate with parent/carers and other outside agencies when necessary.
 - Provide support and advice for Year Progress leaders and form mentors when necessary.
 - Work in partnership with Year Progress leaders to communicate concerns/achievements regarding individuals to form mentors.
 - Encourage and support identified learners to fully engage in extra- curricular activities, to build their confidence, self-esteem and resilience, and inspire them to believe they can achieve anything they set their mind to, including academic excellence.
 - Work with the Curriculum Support Department (SEN) in order to identify and to support learners.
 - Be part of a team who may be required to cover lessons and supervise the internal exclusion unit if necessary.
 - Support learners in any examination process they participate in, e.g. invigilation if required
 - Make a positive contribution to enrichment activities.
 - Fully support and at all times uphold the policies and positive ethos of the school.
 - Participate in personal continued professional development.
 - Accompany teaching staff and learners on visits, trips and out of school activities as required.
 - Undertake such duties as their respective Line Manager or the Principal may determine as reasonably falling

within the role.

Contract Details	37 Hours / week with an unpaid lunch break of 30 minutes		
Conditions	Term-time plus 10 days (74 hours)		
Hours of Duty	Monday	08.00	to 16.00
	Tuesday	08.00	to 16.00
	Wednesday	08.00	to 16.00
	Thursday	08.00	to 16.00
	Friday	08.00	to 15.30
	<i>The post holder may be required to undertake work outside of normal school hours on occasion with due notice.</i>		
Job Description prepared by:	Mrs S. Armstrong, Academy Principal	Date: March 2019	
Job description and terms agreed	Signature of employee:	Date:	
	Signed employer representative:	Date:	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. The school is committed to the ongoing professional development of all its employees.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding

Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Shortlisting Criteria	Essential	Desirable
Qualifications Level 3 qualification i.e. A Level or NVQ 3	√	
5 GCSEs or equivalent (Grade C or above including English & Maths)	√	
First aid qualification or willingness to attend first aid training	√	
Experience Experience of working in a school or with young people		√
Working with parent/carers to support learners' welfare and achievement		√
Ability to work constructively as part of a team	√	
Effective collaboration with external agencies	√	
Working with challenging learners	√	
Ability to attend evening meetings	√	
Commitment to significantly contribute to the extra-curricular and enrichment life of the school		√
Continuing Professional development Willingness to participate in development and training opportunities	√	
Safeguarding and Child Protection training or willingness to attend training	√	
Safeguarding Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	√	
Commitment to safeguarding young people, appropriate DBS record	√	
Suitable to work with young children	√	
Able to form and maintain appropriate relationships and personal boundary with children and young people	√	
Positive attitude to use of authority and maintaining discipline	√	
Personal Qualities The successful candidate will demonstrate the highest levels of personal and professional integrity at all times. They will need to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team. A passion for learning and a desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be. Excellent health and attendance records are essential. A high degree of professionalism is essential.	√ √ √	