



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Pastoral Leader</b>
<b>Grade:</b>	<b>7</b>
<b>Salary:</b>	<b>SCP 24 – SCP 28</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Deputy Principal</b>

### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide specific pastoral support to the school

### **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

### **Support to School (this list is not exhaustive and should reflect the ethos of the school)**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

### **Health and Safety**

The post-holder will be expected to observe safe working practices in carrying out the required duties.

### **Professional Responsibilities**



The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The post holder is required to be an ambassador for Shaw Education Trust and display high levels of high professionalism, confidentiality and integrity.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

**Person Specification**

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• Level 3 qualification i.e. A Level or NVQ 3 in appropriate subject area/ or significant suitable experience.</li> <li>• 5 GCSEs or equivalent (Grade C or above including English &amp; Maths)</li> <li>• First aid qualification or willingness to attend first aid training</li> </ul>	APP/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a school or with young people in similar environment.</li> <li>• Working with parent/carers to support learners' welfare and achievement.</li> <li>• Ability to attend planned evening meetings to support the school and learners and their families.</li> <li>• Working with challenging learners in a professional and supportive manner.</li> <li>• Effective collaboration with external agencies in relation to pupils and their learning or attendance at school.</li> </ul>	APP/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	APP / I

#### MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**SS 20/10/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.