



Job description

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| Post title: | Pastoral Lead |
| Responsible to: | Head of Achievement |
| Grade: | 7 - SCP 8 £22,731 actual salary (FTE £25,992) Term Time Only 44.87 paid weeks (including Inset Days) |
| Hours: | 37.5 hours per week 8.00am – 4.00pm (1/2 hour lunch) |

Pastoral Leads are highly skilled professionals who operate with considerable autonomy and decision-making authority, under the guidance of the Head of Achievement. They are expected to be the first point of contact by students for all day-to-day matters relating to behaviour, welfare, health and wellbeing; and to establish strong relationships with parents as required.

Purpose of the Post:

- To promote the excellent behaviour, attendance and academic progress of all students by implementing the School's Rewards, Behaviour, Anti-Bullying, Safeguarding and other relevant policies and by supporting and assisting the work of other staff

Main Aspects of the Post:

- To work directly with students, parents/carers, staff and outside agencies as necessary to achieve high levels of well-being, attendance, behaviour and academic progress from all students.
- To provide pastoral support, care and guidance to all students, especially those most in need, both formally and informally.
- To support the Assistant Headteacher ABC & IST, Heads of Achievement, Welfare & Attendance Manager and Form Tutors with their own interventions on student behaviour, welfare and attendance.

Behaviour for Learning

- To apply the Uniform, Behaviour, Rewards, and Anti-Bullying policies to all students in order that effective learning can take place.
- To apply Rewards and Sanctions to students for a range of behaviours in accordance with school policies, (including checks on uniform)
- To carry out investigations into incidents of poor behaviour, keeping accurate records and compiling reports, deciding on sanctions in consultation with the Head of Achievement or Assistant Headteacher where appropriate
- To work directly with and monitor individual students and groups of students whose behaviour is giving cause for concern in order to support improvements to their learning, behaviour and/or welfare (for example using Behaviour Agreements, Behaviour for Learning Plans, Report Cards, Pastoral Support Plans, restorative justice approaches, mentoring).
- To liaise with parents and outside agencies as appropriate to address concerns about behaviour for learning and bring about improvement e.g. ELSAs, Social Services, Localities team.
- To write, review and implement Behaviour Agreements, Behaviour for Learning Plans, Pastoral Support Plans; contribute to Education and Healthcare Plans, as required by Heads of Achievement or SENCO
- Collect and distribute work for students with a long term absence.
- Collect and distribute work for students in isolation or who receive fixed-term exclusions.
- Support the Assistant Headteacher ABC & IST, Heads of Achievement and Welfare Attendance Manager as requested in liaising with alternative off-site provision for individual students

Attendance

- To assist the implementation of the School Attendance Strategy with regard to the year group for example by sending attendance letters to parents, or advising/participating in attendance meetings as required, or by identifying reasons for unexplained absence, or carrying out attendance and punctuality checks on individual students.
- To carry out other duties appropriate to the post as contained in the School's Attendance Strategy.

Student Welfare

- Act to ensure the physical, emotional and pastoral wellbeing and health and safety of students.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns in line with school procedures.
- Apply the Child protection and safeguarding procedures to all students in order to ensure their safety.
- Support students experiencing bullying and act to resolve their situation.
- Provide support, as necessary, for the year team Tutors, for example offering advice, following up referrals made by Form Tutors.
- Provide a liaison between teachers and students to overcome difficulties of communication and to ensure that individual student needs are met.
- Ensure effective communication is maintained with appropriate colleagues over individual students, including with school staff, to ensure student needs are understood and can be met.
- As necessary, attend and contribute to meetings in school relevant to the academic, social or personal welfare of the student with students, their families, other staff and external agencies
- To mentor and provide pastoral care and guidance to a case load of individual students as required, liaising with the Pastoral team, teachers, parents and other agencies where necessary.
- To keep up to date with and make use of best practice in supporting students address emotional and psychological problems such as depression/anxiety/stress, eating disorders, anger management, LGBTG issues etc.
- To work with the Welfare & Attendance Manager and Head of Achievement when considering whether to refer students on to other specialist staff or external agencies and operate a referral and review procedure with those staff e.g with ELSAs. Locality team members, SEN staff
- Organise a daily check on students causing concern.

General Duties

- Ensure a consistent approach with students, parents and staff in all year groups.
- To assist with the organisation, setting up and staffing of parents' evenings.
- To support the co-ordination of year group trips and all events.
- To support the organisation and delivery of Awards Evenings, Highcliffe Challenge Graduation and Prize Giving in relation to the associated year group.
- To participate in the on-call / isolation room rota along with other staff.
- To assist with break and lunch supervision as reserve staff.
- To attend year team meetings and morning briefings.
- To contribute to the effective transition of students across phases e.g. Year 6/7 induction, KS4 options, post 16 options.
- Keep clear records of any student and parent contact through the Student Log, My Concern and internal communication procedures.
- Maintain accurate and up-to-date student information in liaison with the outside agencies.
- Maintain accurate and up-to-date information about student support and intervention strategies.
- To undertake any other reasonable duties as required by the Headteacher.