

JOB DESCRIPTION

PASTORAL LEADER

Grade: Grade 4

Hours: 37 hours per week, term time only.

Purpose of job

Support the removal of barriers to academic and personal progress, enabling all students to meet their full potential.

To ensure all students meet the Stockland Green Standard.

Support student's pastoral, wellbeing, social and emotional needs.

Provide personal student intervention and support.

Duties and responsibilities

- Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Contribute to the overall ethos/work/aims of the school
- Work with other members of the Pastoral House Team, to be an enthusiastic champion of the House, its students and staff and their achievements, in order to promote the vision, sense of purpose and school character compass P.R.I.D.E.
- Respond to and take steps to resolve relationship issues between students.
- Provide pastoral support to students.
- Collect and collate statements relating to incidents, following up directly when appropriate.
- Manage behavioural issues on a day to day basis through liaison with teachers, Form Tutors, middle leaders, Leadership Link and home.
- As directed by Leadership prepare paperwork for exclusions.
- Be aware of and comply with all school policies and procedures in particular those relating to safeguarding reporting and dealing with any concerns as appropriate.
- Liaise with external agencies.
- Maintain strong relationships with parents/carers.
- Liaise with the SENCo and B21 Manager for support of students in your year group with additional needs

- Be a key point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff where necessary.
- Effectively communicate with all relevant stakeholders.
- Staff BSR as directed.
- Seek reports on student progress from staff.
- Assist with on -call duties as appropriate.
- Assist in break/lunchtime supervision as required.
- Respect the confidential nature of information relating to students and the school.
- Strictly adhere to the rules governing the protection of data.
- Responsible for promoting and safeguarding the welfare of students/children/young people who you are responsible for or come in contact with.
- Make recommendations via the Leadership Link to the Leadership team on operational improvements.
- Support the development and effectiveness of team work within the school environment
- Develop own effectiveness in the role by actively participating in own performance management/professional development.
- To ensure all tasks are carried out with due regard to Health and Safety
- Attendance at staff and parent meetings and any other meetings deemed appropriate.
- All other duties commensurate with the grade and responsibility of the post.

Reports to: Assistant Headteacher

Special Conditions:

Attendance at meetings outside of the normal working day e.g parents evenings