

Pastoral Support Lead – Job Description and Person Specification

Band: Scale 6 Point Range 12 – 18a £22,183 - £24,491

£18,847 - £20,808 (actual)

Hours/Weeks: 37 hrs per week for 39 weeks per year (term-time + inset days)

Working pattern: 8.30 – 16:25 (including 30 minute unpaid lunch break).

There is the need to have an element of flexibility with the working pattern to cover extraordinary events. Any changes to accommodate planned events i.e. parents evening will be agreed with prior notice.

Responsible to: Head of School, Director of Learning (Pastoral)

Job Purpose: To work with the Student Team to improve achievement and progress of students

and maintain the high standards of conduct expected within the school.

The key areas of responsibility for this post are listed below.

Key Areas of Responsibility

- To liaise with the Head of School (HoS) or Director of Learning (DoL) on a daily basis regarding year issues and support with the day to day running of the year group.
- To assist the HoS/DoL and relevant form tutors in the monitoring of the academic progress of students in the year group.
- To support students in need and help develop social and emotional resilience.
- To assist the HoS/DoL in the behaviour management of the year group.
- To work with the School Attendance Officer to implement the school's attendance policy.
- To maintain and monitor behaviour and attendance databases as they are developed.
- To actively promote students' participation in our extra and co-curricular offer and administer the Triple Crown Awards for the relevant year group.
- To lead student interviews with parents/carers.
- To assist the HoS/DoL in the planning, organisation and running of a range of events and activities in the Year Group.
- To support students' Social and Emotional Learning (SEL) and Social, Emotional and Mental Health (SEMH).
- To attend Student Team meetings and staff meetings as required.

General:

- To participate in the performance management process, taking personal responsibility for identifying learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities with regard to health and safety in the workplace.
- To follow the guidelines of "Safeguarding Children" and accept responsibility for the promoting of safeguarding and the welfare of children and young people within the scope of these guidelines.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



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Person Specification: Pastoral Support Lead

Safeguarding

The Governing Body and Trustees are committed to safeguarding and promoting the welfare of children and young persons and the Head of School must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

Knowledge and Skills	Competencies	Assessment Method Application Supporting Statement Interview Tasks
Qualifications & Experience	 To have a good general standard of education – GCSE or equivalent. To have good literacy and numeracy skills. To be able to demonstrate the ability to work effectively with students, some of whom may be disaffected. To be able to communicate effectively both verbally and in writing. To be able to prioritise and organise own work. To be able to work effectively to a high standard and on occasions, under pressure. To be able to meet deadlines. To have a knowledge of Health and Safety procedures and their application. A willingness to undertake any 	ASI
	 training required for the post. Desirable: To be competent in the use of Information and Communication Technology including software such as Excel. To have a basic knowledge of first aid. To have a working knowledge of key aspects of the National Curriculum. To have an understanding of child protection policies and procedures. 	ASIT



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Specific Skills	Essential:	
Specific Skills	 Excellent written and oral communication skills. Good IT skills, including the ability to confidently use Microsoft suite of programs. Willingness and ability to learn and operate new IT packages. Excellent administrative and organisational skills. 	ASIT
Personal Characteristics	 Essential: Genuine passion and a belief in the potential of every student. To have a 'can do' positive philosophy To have the ability to work well with young people and the maturity to be the relentlessly positive adult in the room. To be flexible, energetic, adaptable and have the ability to use initiative. To motivate, inspire and have high expectations. To identify and develop opportunities. To display confidence dealing with difficult conversations. To carry out duties in a positive, helpful and courteous manner. To be committed to raising standards and continuous improvement. To be dedicated to the success of their team and themselves. Project a positive and confident demeanour. 	ASIT
	 Desirable: To be committed to personal development. To be creative and innovative. To have an inquisitive, open mindset regarding disruptive behaviour in children. 	ASIT
Alignment with vision	Relentless drive to do what it takes to ensure all students succeed. Ability to instil and ensure high expectations.	ASI



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General	Essential:	
	 Demonstrate a commitment to equality. Good understanding of Health & Safety. Understand and implement child protection procedures. Understand procedures and legislation relating to confidentiality Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others. 	ASIT