



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.

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[illegible]



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General	Essential: <ul style="list-style-type: none">• 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.	A S I T
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