

Job Description

Job Title: Pastoral Lead

Hours of work: 37 hours per week, 39 working weeks per year (term time plus 5 non student days)

Salary Range: NJC 11-18

Reports to: Head of Year

Purpose of the Role:

- To provide leadership and management as directed by the Head of Year for the Academy pastoral team.
- To aid the personal development of Academy students.
- To promote and support positive behaviour and high levels of attendance from Academy students.
- To maintain an overview of progress of targeted groups within their year group
- To be a role model and an advocate for the students that they work with

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

1. Joint operational lead on whole school attendance for your year group, as directed by the line manager.
2. To support with assemblies to reinforce expectations around behaviour and attendance, as part of a Year Team.
3. Attend meetings of professionals to secure the best possible outcomes for students.
4. Lead meetings with families to secure the best possible outcomes for students.
5. Support the work with all students subject to a child protection plan within your Year Team.
6. Monitor and track (weekly) attendance for your Year Team.
7. Maintain an overview of student progress within your Year Team.
8. Be a point of contact for parents/guardians.
9. Support the HoY in liaising with Heads of department to support high standards of behaviour across the Academy for your students.
10. Liaise with the SENDCo and line manager to identify students who may benefit from focused intervention programmes.
11. Work with the HoY and SENDCo to ensure weekly reports are provided for the relevant Team meetings.
12. Work with the Year Team and the SENDCo Team to agree on a range of intervention programmes to support the personal achievement of a caseload of learners.
13. Implement the Academy's agreed rewards and sanctions policy.
14. Work with other Academy staff to implement an 'On Call' policy.
15. Provide 'duty cover' as required for duties and registrations.
16. Work with colleagues to create and develop a culture that raises aspiration and challenges progress.
17. Ensure that information held on school systems on students is as up to date as possible.

18. Ensure the highest level of communication in all aspects of work.
19. Participate in meetings, training, other staff development and CPD activities and performance development as required.
20. Be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
21. Input and retrieve data from the Academy's management information systems as required.
22. Provide assistance to other members of the team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
23. Maintain a tidy and efficient work area from which information is easily accessible.
24. Undertake any other duties within the scope and functions of this grade as required.
25. Undertake any other tasks as reasonably required by the Headteacher.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Pastoral Leader

| General heading | Detail | Essential requirements: | Desirable requirements: |
|------------------------------|--|---|---|
| Qualifications | Qualifications required for the role | <ul style="list-style-type: none"> GCSE English and Maths or equivalent KS4 qualification. | <ul style="list-style-type: none"> Evidence of qualifications at FE college or university level. |
| Knowledge/ Experience | Specific knowledge/ experience required for the role | <ul style="list-style-type: none"> Knowledge of education sector; Safer recruitment; safeguarding/child protection Experience of working with young people aged 11-18 Knowledge of how to use data to enable student progress. | <ul style="list-style-type: none"> Experience of taking and producing minutes and writing detailed reports, letters and emails Experience of managing diaries |
| Skills | Line management responsibilities (No.) | <ul style="list-style-type: none"> N/A | |
| | Forward and strategic planning | <ul style="list-style-type: none"> Ability to write attendance and behaviour plans | |
| | Budget (size and responsibilities) | <ul style="list-style-type: none"> N/A | |
| | Abilities | <ul style="list-style-type: none"> Good level of computer literacy including ability to use G-Suite Ability to communicate with people at all levels Ability to lead and influence people Ability to work effectively as part of a team Ability to work independently Have strong interpersonal skills Ability to be proactive and prioritise work Ability to be able to manage own time effectively Respond well to a changing environment Organise meetings with stakeholders and external agencies | |

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| | | <ul style="list-style-type: none"> • Ability to produce accurate correspondence and identify errors • Ability to produce and understand statistics and collate these in reports for distribution | |
| Personal Characteristics | Behaviours | <ul style="list-style-type: none"> • A high level of interpersonal skills and a caring disposition. • A passion for engaging all young people with their education and futures. • A belief in the value of education in its widest sense • A flexible approach to the demands of the job • A willingness to learn and be trained in a range of interventions to support young people's personal achievement • The confidence to be a pastoral leader but also to be able to manage young people in small group and 1:1 contexts | <ul style="list-style-type: none"> • Good influencing skills with the confidence to express an opinion. |
| | Values | <ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted | |
| Special Requirements | | <ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required | |