



Wright Robinson College

Headteacher: Martin Haworth

Assistant Director of Pastoral and Academic Progress: Job Description

JOB TITLE

Assistant Director of Pastoral and Academic Progress

SCALE/SALARY

GRADE 6 - £30,825 – £33,945 (Actual Salary term-time only £25,833-£28,448). 35 hours per week, Term-Time Only

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Director of Pastoral and Academic Progress.

JOB PURPOSE

To take a leading role, alongside the year group director in the provision of pastoral care and support to pupils in the relevant year group, in order to ensure that they are able to achieve their full educational potential. This will involve resolving issues which present as barriers to learning such as attendance, lack of motivation and poor behaviour.

Duties and Responsibilities

1. To ensure that pupils are aware of the requirements and expectations placed on them with regard to their conduct and attitude to learning at the college.
2. To assist the management of the year office and to lead, develop and organise the team of form tutors for the year group in order to ensure that the pastoral needs of the pupils are met.
3. To promote and implement activities in order to develop positive behaviour and relationships with pupils and staff at the college.
4. To ensure that pupils attend college regularly and to ensure that registers are taken by staff for the year group.
5. To implement the college behaviour for learning policy and to work to ensure that the college's inclusion policies are followed.
6. To meet, liaise and discuss with parents resolutions to difficulties that are presenting as barriers to learning and to avoid exclusions. To ensure that every parental enquiry receives a response the same day of receipt.
7. To ensure that the college's rewards and sanctions policy is operated effectively and equitably across the year group. This will include arranging and supervising after college and lunchtime detentions.

8. To assist, and when necessary lead assemblies for the year group. To also ensure the dissemination of information about school to all year pupils and form tutors for the year group.
9. To complete all administrative tasks relating to the year group and ensure that all pupil records are updated and maintained.
10. To issue year group monitoring reports to pupils and to attend lessons where pupils may be causing concern.
11. To liaise with outside agencies and services to achieve and improve levels of support for pupils.
12. To represent the college at external meetings and case conferences.
13. To provide reports and briefing notes as required.
14. To attend the meetings of the pastoral committee.
15. To provide first aid to pupils once appropriately trained.
16. To implement and adhere to the college's equal opportunities policy.
17. To organise and manage the year group college council.
18. To organise and manage distribution, allocation and replacement of pupil locker keys.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.