

Job Description: Pastoral and Behaviour Lead

Main Purpose

Reporting to the Headteacher, the Pastoral and Behaviour Lead will champion pastoral care and wellbeing across the school, ensuring every pupil feels safe, supported, and able to thrive.

The role focuses on **Positive Behaviour Support**, including trauma-informed approaches, inclusive communication, rapport-building, and identifying sensory needs.

You will coach and support class teams to understand the functions of pupils' behaviour and implement strategies that meet their needs, improve quality of life, and promote positive behaviours for learning.

Key Objectives

- Build positive relationships with pupils, promoting emotional resilience and independence.
- Lead behaviour tracking systems and interventions to support regulation and wellbeing.
- Collaborate with the Intervention Lead to monitor, evaluate, and adapt strategies that improve pupil outcomes.

Key Responsibilities

Supporting Pupils

- Act as a key pastoral lead, providing emotional and social support.
- Assess pupil needs and co-produce individual pastoral and behaviour plans.
- Plan, deliver, and evaluate targeted interventions (1:1 and small group).
- Mentor pupils to make informed choices about learning, behaviour, and wellbeing.
- Support reintegration following absence or exclusion.
- Lead supervision and planning for pupils on alternative timetables.
- Make referrals for external support where appropriate.

Supporting Staff

- Provide guidance and training on pastoral care and behaviour strategies.
- Deliver bespoke CPD and INSET sessions, including Team Teach and wellbeing training.
- Support staff in writing and reviewing individual plans.
- Offer debrief and emotional support following challenging incidents.
- Be available on-call for urgent pastoral or behaviour needs.
- Collaborate with the DSL on safeguarding and mental health concerns.
- Engage parents/carers to reinforce strategies at home.

Working with Families and Professionals

- Partner with the Intervention Lead to align pastoral and academic support.
- Collaborate with external agencies and attend multi-agency meetings (e.g., Annual Reviews, CiN, TAF).
- Share data and insights to track impact on behaviour, wellbeing, and learning.

- Contribute to whole-school strategies integrating pastoral, behavioural, and academic support.

Monitoring and Reporting

- Uphold legal frameworks and school policies.
- Lead monitoring and evaluation of interventions.
- Train staff in accurate recording of behaviour and pastoral concerns.
- Analyse and report trends to SLT and governors.
- Drive school improvement priorities related to behaviour and wellbeing.

Professional development

- Maintain up-to-date knowledge through reflection and training.
- Complete Team Teach instructor training and refreshers.
- Stay informed on latest legislation and guidance.
- Participate in supervision and appraisal processes.

Safeguarding and Health & Safety

- Promote pupil safety and wellbeing in line with KCSIE and school policy.
- Work in accordance with statutory safeguarding guidance and Prevent duty.

Additional Duties

- Support off site activities, including residential
- Undertake any reasonable duties as requested by the Headteacher.

The Propeller Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This role involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All appointments are subject to an enhanced DBS check (including Barred List where applicable) and online searches for publicly available information.

We value diversity and welcome applications from all backgrounds, regardless of sex, race, religion, sexual orientation, gender identity, age, disability, marital status or pregnancy/maternity.

Person Specification

	Essential	Desirable
Qualifications and training		
GCSE (or equivalent) in English and maths	✓	
Safeguarding training (KCSIE compliance)	✓	
Team Teach (or willingness to train)	✓	
Trauma-informed practice training		✓
Additional SEN-specific qualifications (e.g., Autism, ADHD)		✓
Experience		
Significant experience supporting pupils with SEN and complex behavioural needs	✓	
Experience delivering pastoral care and wellbeing interventions	✓	
Experience coaching or mentoring staff	✓	
Experience in a supervisory role		✓
Experience delivering CPD		✓
Experience working with external agencies and multi-agency meetings		✓
Knowledge		
Strong understanding of SEN Code of Practice	✓	
Knowledge of Positive Behaviour Support and functional analysis of behaviour	✓	
Awareness of safeguarding and child protection procedures	✓	
Understanding of trauma-informed approaches and sensory needs	✓	
Knowledge of restorative practices		✓
Familiarity with behaviour tracking systems and data analysis		✓
Skills & Abilities		
Excellent communication and interpersonal skills	✓	
Ability to de-escalate challenging behaviour calmly and effectively	✓	
Strong organisational and record-keeping skills	✓	
Ability to plan, deliver, and evaluate interventions	✓	
Competent in using data to monitor impact	✓	
Ability to design and deliver staff training		✓
Skilled in collaborative working with families and external professionals		✓
Ability to lead school improvement priorities		✓
Personal Attributes		
Empathetic, patient, and resilient	✓	
Positive role model for pupils and staff	✓	
Commitment to inclusion and equality	✓	
Creative and solution-focused approach		✓
Ability to inspire and motivate others		✓