Honiton Community College



**JOB DESCRIPTION**

**JOB TITLE:** Head of Pastoral (non-teaching)

**RESPONSIBLE TO:** Vice Principal - Pastoral

**GRADE:** NJC Grade E

**HOURS:** Full time – 40 hours per week (8 hours per day, 8.30-17.00 with a 30 minute unpaid lunch break) 39 weeks per annum. Flexibility in working hours may be required.

**ROLE:**

Using the appropriate challenge and support to ensure that all students can “take their place as a learner” in the year group.

To effectively use a “relational”, “attachment based” approach to build relationships with identified students with the aim of securing their engagement in school and lessons.

**The duties of the Head of Pastoral (non-teaching):**

**Specific Responsibilities**

* To coordinate and deliver the college’s pastoral intervention processes in order that students are supported to “take their place as a learner”
* To appropriately challenge any behaviours in the Year Group that undermine the College’s “Rights”; the right to learn, the right to be safe, the right to be treated fairly and with respect.
* To build positive relationships, based on an a “relational” approach, with identified students to help them engage in lessons and school.
* To liaise with the SEND department to provide support for students in the year group with SEND needs.
* When necessary, to support students to complete learning tasks to maintain their engagement in lessons.
* To develop mentoring relationships with identified students; extracting pupils, if appropriate, from different lessons, liaising with teaching staff, working with students in a child centred, trusted and ethical manner.
* To be “on call” during the day to support students who are dysregulated.
* To develop and deliver effective reward and praise processes within the year group, including contributing to and attending celebration events such as – when appropriate - Celebration Assemblies, GCSE Results day and Year 11 Prom.
* To monitor attendance and deliver appropriate interventions in liaison with the attendance officer.
* To lead a tutor team in order to deliver an effective pastoral tutor programme and to meet regularly with them through briefings, meetings and informal opportunities.
* To liaise with, attend meetings and sometimes lead outside agencies via the Early Help, CIN and CP process, to support the students in the year group.
* To support students in accessing careers guidance and advice via the college’s careers advisor, when appropriate.
* To support students with their mental health needs.
* To attend the weekly “Summit meeting” to share information and offer guidance on appropriate interventions for the identified students.
* To develop, maintain and update our pastoral record systems in order to inform decisions made concerning pastoral issues.
* To maintain effective communication with parents (meetings and calls) to discuss the individual progress of students.
* To manage detentions and support the “Reflection Room” through supervision.
* To do all that is reasonable and possible to safeguard and promote the welfare of students in the College and attend relevant safeguarding training to Level 3 where possible.

**General**

* Supporting the aims of the College.
* Support the College in its drive to raise standards for all students.
* To support the enhancement and operation of the learning environment of the College.
* To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate any Health and Safety issues.
* Attend relevant staff development (internally and externally) and apply the knowledge in the workplace.
* Ensure a high level of courtesy and care at all times.
* Participate in Performance Management and Professional Development opportunities as required.
* Value diversity and promote equal opportunities.
* Work within Health and Safety guidelines and be aware of your responsibilities for Health and Safety.
* Carry out any other duties commensurate with the post.
* To support other staff by covering duties if they are absent from work.
* All information in relation to the College should be treated with discretion and strict confidentiality at all times
* Maintain an orderly working environment.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified above.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.