

**Job Description - Pastoral/Behaviour Lead**

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| Job title | **Pastoral/Behaviour Lead** |
| Grade | **Band D (Points 11-26)**  |
| Responsible to | **Principal**  |
| Responsible for | **To provide support to staff, pupils and families who are experiencing challenging situations/circumstances that are having an impact on school and family life.** |
| Effective from | **March 2024** |

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| **SUMMIT LEARNING TRUST Mission Statement**Success through EndeavourAmbition through ChallengeStrength through Diversity |

**Role Purpose**

Under the direction of the Principal and Inclusion Lead, provide leadership, development and management of the pastoral and behavioural provision for staff, pupils and families within the school community.

**Main duties and responsibilities:**

* To work under the direction of the Principal, Inclusion Lead and School Leadership Team to deliver a holistic approach to supporting families and improving pupil behaviour and attendance.
* Support and bring about sustained change to students who need help overcoming barriers to learning, where behaviour and attendance issues are a cause for concern.
* To work in partnership with all staff in drawing up and implementing a behaviour plan for each student in need of additional support.
* To work in partnership with all school staff seeking to reach acceptable outcomes that meet the needs of the student, overcoming the behaviours and attitudes that inhibit their progress at school.
* To develop a 1:1 mentoring relationship with the student receiving support, aimed at achieving the goals defined in their individual behaviour plan.
* To work in partnership with staff and outside agencies to secure positive family support and involvement by maintaining regular contact with families / carers of students receiving support / intervention.
* To work alongside school staff to offer support and signpost families to appropriate services facilitating improved access to specialist services including supporting and attending meetings e.g. LAC, HNT
* To provide individual support and advocacy as part of the package of support to families who may be experiencing a wide range of family crisis.
* To develop innovative ways of engaging with and developing services for families, especially those who are hard to reach, e.g., fathers, families seeking asylum, refugees and newly arrived, to encourage families to be involved in their communities and where desired develop links with other families with similar needs.
* To facilitate multi-agency working and liaise with other professionals, and to represent the school as necessary.
* To ensure any concerns around Child Protection are appropriately acted upon and reported to the school DSL.
* To support the school attendance, lead to analyse attendance, including investigating pupil absences.
* To work with the attendance lead in order to ensure pupils and parents adhere to the school attendance and punctuality policy.
* To attend Inclusion meetings on a regular basis to discuss vulnerable pupils/families.
* To undertake appropriate professional development including child protection training.
* To adhere to the ethos of the school; promote the agreed vision and aims of the school; set an example of personal integrity and professionalism; attend appropriate staff meetings and parents’ evenings.
* To ensure all tasks are carried out with due regard to Health and Safety.
* Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
* Work with the Principal to establish priorities for expenditure for this role across the school and in monitoring the effectiveness of spending and use of resources.

**General Duties**

The expectations of all colleagues are:

* To act professionally at all times;
* To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage colleagues and learners to follow this example;
* To promote the academy’s corporate policies,
* To be flexible and adaptable.
* To adhere to the ethos of the trust.

**Safeguarding**

* Kineton Green Primary School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

**Notes**

* Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: | Terri Mason |
| Copy received by: |  |
| Date: |  |