



Job Description

Job Title: Pastoral Lead of Upper or Lower School

Reporting to: Vice Principal (Deep Support)

Grade/Scale: L5 - L9

Overall Purpose of the Post

Provide high quality pastoral care and leadership to meet the academy's high expectations and standards for our young people so that they can be successful in their education and future lives. This role plays a strategic role in leading initiatives to improve the attainment, attendance, and behaviour of students across the key stage year groups you lead be it lower KS3 or upper KS4 school.

Main Duties and Responsibilities

Professional Standards

- Carry out the professional duties of a teacher as circumstances may require and in accordance with academy policies and Teacher Professional Standards, under the direction of the principal.
- Exemplify effective practice in teaching and learning
- Be responsible for the supervision and progress of students in allocated classes.
- Engage in instructional coaching to support other staff in their professional practice i.e., classroom routines, behaviour management etc.

Pastoral Standards

- Working with Deeps leads, be responsible for the progress and discipline of a Key Stage (KS3 or KS4) to support the Academy to achieve the objectives relating to behaviour and attendance in the Strategic Improvement Plan.
- Analyse and interpret a range of data pertinent to the cohort to monitor attainment, progress, behaviour, rewards, attendance, punctuality and identify underperformance to refer to HODs, SENDco, Deeps etc as required.
- Use IT systems to log and monitor behaviour and attendance (SIMS, O Cloud) and identify patterns and trends in behaviour to implement relevant interventions, sanctions, and rewards in line with the Trust Positive Discipline for Learning and Life policy.

- Work effectively with staff on improving attendance and punctuality and regularly analyse attendance across the key stage year group(s) and ensure this is a constant focus including holding attendance panels, rewarding good attendance through assemblies and other measures using the Rewards Policy.
- Monitor the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise.
- Ensure standards are maintained on uniform, equipment, attitude to learning.
- Monitor homework and use of school planners etc.
- Have oversight of the role of the tutors for the cohort and to ensure consistency of approach and provision.
- Maintain effective agreed academy routines and ensure high expectations and compliance from all staff linked to the key stage.

Pastoral Community

- Ensure students develop a sense of pride to be part of the academy and that they learn how to value their role as part of a strong community
- Ensure students adhere to community expectations and values related to being safe, respectful, and responsible
- Lead key stage year group assemblies, competitions, charity work etc
- Develop student involvement in collective responsibility/behaviour and the development of positive character traits of tolerance, resilience, kindness, responsibility, safety, and respect.
- Work with Deeps on Student Voice as needed.

Pastoral Communication

- Be a positive interface with the school for parents communicating regularly with parents informing them of parents' evenings, focuses, special events, behaviour concerns etc.
- Communicate with other stakeholders and external agencies as needed (eg CAMHS, Social Care, Local Authority).
- Hold high expectations for how students communicate respectfully with each other and with adults.

Pastoral Support

- To have a knowledge and understanding of all of the different pupil groups within the cohort (, SEN, LAC, underachievers, poor attenders, FSM etc) in order to be able to monitor progress and plan appropriate interventions.
- To support Deep Support Lead in coordinating intervention and enhancement strategies for targeted groups of students.
- Work with Deep Support to develop and coordinate targeted programmes of support for students at risk of permanent exclusion in the Key Stage.
- Coordinate with Deep Support service and agencies to provide seamless support for students.
- Attend meetings regarding the welfare of students.

- Work with Deep Support Lead regarding arrangements for Alternative Provision and reintegration etc.

Pastoral Leadership

- Support the work of the SLT leads for Deep Learning and Deep Support and Deep Experience.
- Contribute to the development of the leadership and management of the Academy via the Inclusion Team meetings and RAG meetings.
- Lead, manage, motivate & monitor key stage year team tutors and pastoral support learning managers.
- Be a strong visible presence within the academy, modelling high expectations, monitoring behaviour at changeover times, break, lunch and within lessons.
- Liaise with the inclusion team to secure effective behaviour management taking a lead and be responsible for managing the behaviour of the Key Stage year groups, overseeing detentions, supervising duty rotas, and establishing and implementing other sanctions as appropriate.
- Lead and chair tutor team meetings, setting the agenda and ensuring minutes are recorded.
- Direct and guide teachers and departments in relation to the behaviour and learning of individuals and groups of students.
- Promote fortnightly focuses to implement new systems or to ensure established systems are maintained and consistent.
- Understanding current developments in inclusion and acting as a lead practitioner in matters of students' welfare.
- Lead a full lunch duty each day for your key stage and contribute to the Break duty teams as appropriate
- Patrol the school buildings and site on a regular basis to ensure all students are fully engaged in their lessons.
- Working with Deep Experience and Deep Support take responsibility for key stage year groups rewards, trips, events, and projects.

Other:

Comply with the academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.

Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Comply with academy policies and procedures at all times.

We expect you to:

- Be flexible and innovative.
- Put 'Students first' in everything you do.

We will provide you with:

- Opportunity to experience a comprehensive range of leadership and management situations including working closely with the Deeps Vice Principals and senior team.
- Support, mentorship and coaching in roles/duties you are asked to perform.
- Constructive and regular feedback on your performance.
- A range of experiences to develop/enhance your management and leadership competencies.
- Benefits and career opportunities working in a successful multi academy Trust.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Staff, Students, Board and Academy Council members, parents and any other visitors to the Trust.