

Role	Grade	Reports to
Pastoral Manager	Grade 6	Head of Year

Main purpose of the job:

- To take responsibility for providing a designated year group of students with outstanding pastoral care and guidance as well as developing positive links between home and school, working closely with parents / carers to ensure that every student will thrive and succeed
- To address attendance, behavioural, pastoral and welfare issues, taking a lead role within the school in addressing the needs of students who require particular support to overcome barriers to learning
- To work collaboratively with all school staff and external support agencies in order to support student wellbeing
- Providing accurate attendance, punctuality, behaviour and other pastoral data to Governors, Leaders, and staff as required
- To take a lead role in the supervision of the school, supporting all staff in maintaining a positive learning environment with high expectations, including out of lesson supervision/duties, 'on call', detention, other strategic support systems and strategic behaviour interventions.

Key relationships:

The post holder will report to the Head of Year, apart from other colleagues, the main contacts of the job are the Principal, SENDCo, teaching staff, other support staff, pupils, parents, governors, Trust-wide staff, Local Authority and other external agencies.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities:

- Actively promote and celebrate positive behaviour and conduct setting high expectations for all students within the school
- Effectively lead and manage the behaviour of the year group, ensuring the regular monitoring of behaviour through learning walks, managing behaviour escalations, preventing issues through a range of mediation strategies and addressing incidents that occur during the day through the 'on call' system
- Establish and maintain a high profile across the school using a range of proactive strategies to support positive behaviour and implement effective sanctions as appropriate
- Undertake investigations into reported misbehaviour/incidents and implement sanctions according to school policy
- Work closely with Curriculum Leaders and Teachers to identify barriers to learning and achievement; guide and direct staff in the implementation of intervention and support strategies to overcome those barriers
- Plan, implement and review personalised programmes for vulnerable students in conjunction with appropriate staff, providing the necessary information to tutors, teachers and parents
- Encourage students to interact and work co-operatively with others
- Engage all students in activities to promote the inclusion and acceptance of all students

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- Create a safe and friendly environment where students can discuss concerns, offering support to students, through discussion, practical resolutions and providing additional mentoring or support where necessary
- Be the first point of contact with students to raise safeguarding concerns, taking initial responsibility for Child Protection matters within the year group and working with the Safeguarding Team to support students at risk
- Know the vulnerable students within the year group and act as a champion for them
- Be aware of and support difference and diversity, to ensuring all students have equal access to opportunities to learn and develop
- Lead on the successful re-integration of students on return to school e.g. from exclusion / alternative education placements and on work experience placements as appropriate
- Take a lead role in managing the speedy/effective transfer of students across phases and the integration of those who have been absent / transfer mid-year
- Uphold standards within the year group regarding uniform and equipment, supporting and challenging parents/carers to ensure their child adheres to school policies
- Work with the assigned SLT member to develop and coordinate an appropriate pastoral curriculum for the year group
- Develop and deliver creative assemblies to the year group supporting ethos, current affairs and the pastoral / PHSE curriculum and support the delivery of the SMSC priorities for the year group
- Coordinate and lead charity and community work across the year group
- Organise and be present at Parents' Evenings, other appropriate events, and Information Evenings
- Actively promote the positive reputation of the school and the community, for example by liaising with local residents and ensuring our students are ambassadors for the school

Attendance and Punctuality

- Take responsibility for the attendance and punctuality of all students in the year group, ensuring that all school procedures relating to attendance and punctuality are followed
- Ensure that all morning registers are completed promptly, are checked alerting staff to any registers not taken and implement the first day absence calling procedures accordingly
- Monitor the attendance and punctuality to lessons of students throughout the day taking action to address truancy and poor punctuality
- Identify students who are on track to become Persistently Absent (PA) and implement a variety of interventions to improve their attendance to consistently reduce the number of PA students within the year group
- Take a lead role in the development, implementation and monitoring of systems, relating to attendance, e.g. registration, truancy, pastoral systems, sanctions, and rewards
- Maintain appropriate casework records so the impact of intervention is evidenced to a standard required by the Local Authority and prepare appropriate documentation to support legal sanctions, and to present in court
- Ensure appropriate arrangements are made for students who are unwell or who have long term absence issues during the academic year e.g. appropriate work sent home

Communication & Liaison

- Be an exemplary leader in all dealings with staff, students, parents, stakeholders and outside agencies.
- Liaise with parents/carers, and establish effective relationships, exchanging information, facilitating their support for their child's attendance, conduct, learning and supporting home to school links
- Work constructively with parents/carers to support them in helping their child to improve, where improvement is needed
- Communicate concerns to parents and carers on specific student health, welfare, pastoral and wellbeing matters
- Be the first point of contact for parents after form tutors, in relation to student pastoral care and barriers to learning
- Respond to parental enquiries and follow up concerns swiftly
- Co-ordinate, plan, and carryout home visits, including cold calling, lone visits, and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker
- Ensure all student records, both electronic and hard copy, are kept up to date and that all relevant information is disseminated to staff
- Ensure that members of the SLT and appropriate staff are kept up to date on matters pertaining to the year group
- Prepare pastoral and educational reports on students, including Behaviour & Attendance Reports, Pastoral Support Plans, Personal Educational Plans and to contribute to Individual Educational Plans as appropriate
- Lead on Early Help Assessments, signposting families to external agencies and representing the school at multi-agency meetings which involve vulnerable students
- Act as lead professional for the school in matters of students' welfare attending external meetings as appropriate
- Develop and maintain effective partnerships with external agencies making appropriate referrals as required and providing appropriate information and reports as necessary
- Facilitate the transfer or placement of students to and from other schools, including managed moves

People management

- Arrange and participate in a range of year team / pastoral meetings to ensure that effective pastoral support is provided to all students reviewing actions, deadlines, and outcomes as appropriate
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

Support for the School

- Actively work to promote the overall ethos/work/aims of the school and school routines
- Engage in strategic planning and decision making related to pastoral care across the school
- Actively contribute to the review and development of policies and procedures relating to child protection, health and safety and security, pastoral care, confidentiality, and data protection, reporting any concerns to the relevant member of staff

- Undertake a lead role in the supervision of students within school, on educational visits and out of school activities
- Meet and greet students in your year group in morning line-up
- Have a high presence amongst students in the morning e.g. making visits to form groups during registration time and supporting them in key lessons throughout the day ensuring they are fully engaged in lessons

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement: [Vision, Values and Strategy - Prosper Learning Trust](#)
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification	Essential/ Desirable	Assessment stage
Qualifications		
Degree or equivalent qualifications	Essential	Application
First aid certification	Desirable	Application
Driving licence	Desirable	Application
Knowledge and Experience		
A good understanding of current relevant issues and developments within education	Essential	Application, Interview
A good understanding and successful use of strategies for raising achievement and developing the character of students in an urban education setting	Essential	Application, Interview
An understanding of the role of support staff and other professionals who work to help students reach their potential	Essential	Application, Interview
Proven experience in the 11-16 phase	Desirable	Interview
Excellent communication skills, evidence of ability to relate to all sectors of the school community	Essential	Interview
Demonstrates ability to produce good quality written documentation that effectively communicates key pastoral information to different audiences	Essential	Application, Task
Ability to monitor key pastoral measures, evaluate and challenge using a range of evidence	Essential	Interview
Ability to articulate a clear vision for high quality education	Essential	Interview
Ability to identify barriers to learning and engagement, including behaviour management strategies	Essential	Interview
Understanding of the wide range of students and families we have in our school and ability to engage and work successfully with them	Essential	Interview
Behaviours and Values		
Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation	Essential	Application, Interview
Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection	Essential	Interview
Demonstrate a commitment to maintaining and developing professional knowledge and skills	Essential	Application, Interview
Tact and diplomacy in interpersonal relationships with all stakeholders	Essential	Interview
To be flexible and able to adapt and prioritise appropriately	Essential	Interview
Effective staff motivation and development, including establishment of a positive performance management culture	Essential	Application, Interview
Ability to establish and maintain positive relationships that generate confidence and respect	Essential	Interview
Resilience and persistence with the ability to deal with difficult situations and/or individuals in a calm, fair but effective manner	Essential	Interview
Ability to deal with sensitive issues in confidence	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures,

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and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.