



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Pastoral Leader
Grade	G (SCP 23-28)
Contract	36 hours per week, term time only plus INSET days and 5 additional days Additional days will be worked flexibly as required.
Working pattern	Monday – Thursday, 8am – 3.45pm and Friday 8am – 3.30pm with a 30-minute unpaid break
Salary	£30,493 - £34,671
Responsible to	Deputy Headteacher
Responsible for	N/A

Job Description

Core Purpose

To manage the pastoral support of children and young people to improve their attendance, academic progress, behaviour and personal development.

Main Responsibilities

- To be responsible for the pastoral support and guidance including tracking rewards, behaviour, and attendance. To liaise with staff and parents in order to share strategies for improvement.
- Support the Assistant Headteacher and Deputy Headteacher in the administration of fixed term suspension investigations, associated documentation and preparing student behaviour reports.
- To help identify student underachievement, through liaison with the Assistant Headteacher and to implement and monitor appropriate strategies and actions to address and improve attainment. To monitor academic progress of the group and set appropriate targets for student improvement.
- To lead and support a team of Form Tutors ensuring a consistency of approach to all school pastoral policies and procedures.
- To identify students in need of support and through the Learning Mentor develop, implement and monitor their progress.
- To promote and develop a positive culture and ethos for your year group that praises and celebrates student progress, both academic and pastoral.
- To manage student referrals to the School's Learning Support Centre, internal alternative provision and appropriate external agencies.
- To report in an accurate and timely manner any safeguarding concerns on CPOMS and act upon low level concerns as directed by the DSL and DDSL.

- To lead on the effective transition of students from Primary School or other schools to ensure wellbeing. This will include regular meetings and sessions based within our feeder primary schools and the organisation of the transition programme.
- Ensure personal emergency evacuation plans and appropriate risk assessments are implemented for students requiring these and updated routinely
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head teacher.
- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.

Operational and Strategic Planning

- To monitor and support the overall progress and development of students.
- Analyse student-tracking data, identify under performance, and contribute to planning appropriate interventions and monitor their impact.
- Identify students that need extra support.
- To raise concerns with the SENCO and ensure SEN students receive the appropriate support.
- To manage, plan and oversee suitable support packages for students in their reintegration to school following a period of exclusion/absence.
- To help to monitor student behaviour and attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To liaise regularly with the Assistant Head teacher to support academic progression.
- To lead and support a team of tutors ensuring consistency in approach to all school policies.
- To provide classroom supervision and cover in the absence of a teacher as required

Pastoral Provision and Development

- To liaise with tutors to ensure the delivery of an appropriate pastoral curriculum programme, that compliments the school's strategic objectives.
- To develop a positive culture and ethos for your year group using praise and rewards to celebrate achievement.
- Provide continuous support to students to enable them to access and maintain their education.
- Plan and deliver assemblies.
- Follow the School's disciplinary and reward systems.
- Utilise the services of external agencies offering support to meet the individual needs of students.
- Be involved in general supervision of students at lunchtimes.
- To support parents' evenings or information evenings.
- Support out of hours functions/events such as exam results day and summer schools.
- To run school detentions as appropriate.

Quality Assurance and Accountability

- To help to establish common standards of practice.
- To implement school quality procedures and to ensure adherence to them.
- To seek/implement modification and improvement where required in matters relating to pastoral and student progress.
- To ensure the maintenance of accurate and up-to-date information relating to your year group.
- Liaise with the Assistant Headteacher and Curriculum Leaders to ensure that progress data is up to date and that it is acted upon.
- To ensure high standards of professional appearance in line with the school's dress code

Developing Self and Working with Others

- Provide advice to peers and other stakeholders and independently resolve a range of standard and unforeseen issues, within pre-determined operational limits.
- To create and maintain good working relationships with all members of the school community.
- Demonstrate and promote commitment to Equal Opportunities.

Communication and Marketing

- To ensure effective communication as appropriate with the parents/carers of students.
- To ensure effective communication with partner schools, support staff and external agencies.
- Prepare relevant documentation for Governor Meetings, attendance meetings, case conferences, student reviews etc.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To assist in transition liaison as appropriate.
- To contribute to the development and promotion of the school and community; attendance where necessary at liaison events in partner schools and the wider community.
- To organise the preparation of specific materials on behalf of the Head teacher e.g. Newsletters, school prospectus etc.

Continuous Improvement

- Advise on, support and propose changes in procedures, plans, and policies as required.
- To engage in professional development and further reading of educational research to extend personal knowledge to support this role.

Contribution to Whole School

- To play a full part in the life of the school community, to support its values and to encourage students to follow this example.
- To promote actively the school's corporate policies.
- Maintain a high level of confidentiality due to the nature of the work undertaken.
- To commit to the safeguarding of all children and young people.
- To carry out supervision duties as required including lunch time supervision.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School 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.