



Job Description

JOB TITLE	Pastoral Leader
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Assistant or Vice Principal for Behaviour

Key Purpose of the Job:

To effectively lead the pastoral care and support for your year group and key stage by promoting the college's high expectations of behaviour, attendance and support so that all students make sustained, excellent progress, receive appropriate, targeted pastoral support so that they can achieve their full potential.

Main Duties and Responsibilities:

- To work alongside members of the senior leadership team to ensure high standards of punctuality, attendance and behaviour for learning.
- Ensure that all students have access to pastoral care to promote their personal, social and emotional development.
- To mentor and support students who are at risk of underachieving.
- To work proactively with Heads of Year and SLT to ensure that all students receive timely, appropriate intervention, prioritising learning and support at all times.
- To promote rewards systems across the college to ensure that students are recognised and successes are celebrated.
- To champion the personal development and extra-curricular programme, supporting students to engage with activities and supporting as and when needed.
- To be a proactive and vigilant member of duty staff at break times, supervising key areas and de-escalating situations.
- To work collaboratively with Heads of Year to deliver assemblies and reward events.
- To ensure that accurate monitoring of progress is in place, with a specific focus on disadvantaged students, liaising with internal and external staff as needed to ensure that they make excellent progress.
- To use the college's behaviour system to monitor and address poor behaviour, using data for timely monitoring of student behaviour so that interventions and support can be put in place to enable excellent behaviour for learning, conduct around the school site and out of school.
- Record all behaviour incidents and safeguarding concerns on CPOMS promptly, accurately, and in line with school policy.
- To work collaboratively with the Designated Safeguarding Lead and Deputy Safeguarding Leads to ensure students' wellbeing, safety, and pastoral needs are identified, monitored, and addressed through coordinated action.



- To work positively with parents/carers and lead on return to learn/reintegration meetings following external suspension.
- To assist with the orderly running of our lesson removal room, the Smart Centre, and internal suspension.
- To provide assistance in classrooms as needed, supporting staff to maintain a calm, orderly and disruption-free learning environment.
- To arrange and supervise students entered for college detentions.
- To support the transition of students between year groups and key stages, ensuring that they are fully informed and supported to achieve highly.
- To engage with parents within your nominated year group to promote their child's learning, attendance, behaviour and progress throughout the college.
- To regularly roam the college and drop in to lessons to monitor the engagement and behaviour for learning of your year group.
- To conduct regular student voice within your year group and feedback to Heads of Year, Heads of Subject and SLT
- To work proactively with the attendance team to identify students who are absent, missing from lessons, persistently or severely absent quickly, so that interventions and support can be put in place. This includes attending and leading on attendance meetings as required.
- To promote punctuality both to college and to lessons, working with the attendance and behaviour teams and using the college's behaviour policy to support this.
- To support year group specific requirements, such as transition and induction; careers and work experience; options processes; GCSE information evenings; end of year 11 celebration events etc.

Other Areas of Responsibility

Personal and professional conduct:

- To act as an ambassador for Brixham College, conducting yourself in a manner which always conveys both professionalism and positivity.
- To ensure that a positive culture of collaboration and professionalism is conveyed both within and outside of college

Other duties:

- To work proactively with other members of staff, both within college and across the trust, as required.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Pastoral Leader.

Name:.....

Signed:

Date: