

Job Description and Person Specification

Pastoral Leader

JOB DESCRIPTION

JOB TITLE	Pastoral Leader
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
RESPONSIBLE TO	Assistant Principal
MAIN PURPOSE OF THE JOB	<ul style="list-style-type: none"> • Provide a high level of support to students and staff in all matters linked to pupil well-being, behaviour and attendance • Provide support to a specific Year group with child protection and safeguarding • Undertake administrative and clerical work that supports the pastoral care of students
MAIN TASKS / KEY RESPONSIBILITIES	
1.0	Provide a high level of support to students and staff in all matters linked to pupil well-being, behaviour and attendance
1.1	Work with the dedicated Year group and other appropriate staff to help improve standards of behaviour across the Academy
1.2	Work with your Year group and other appropriate staff regarding interventions and investigations concerning pupil behaviour, well-being and attendance
1.3	Lead with managing all aspects of your Year group including taking assemblies, highlighting rewards and celebrating success of your Year group.
1.4	Assist in establishing good relationships with students, parents and carers and provide information about social, behavioural and attendance progress and targets, as appropriate.
1.5	Provide support for the behaviour and attendance management of students consistent with the Academy's policies and assist students in managing their own behaviour and attendance and in achieving their social and behavioural targets both in and outside the classroom.
1.6	Act as a role model for other staff in the management of behaviour and provide advice over matters concerning behaviour, attendance and pupil well-being as and when appropriate
1.7	Help calm and diffuse difficult situations involving students as required.
1.8	Manage challenging behaviour of individual students as required.
1.9	Record and report contact with parents/carers and all incidents and intervention with students on the School Information Management System (SIMS) and Class Charts as necessary.

1.10	Liaise with appropriate members of staff prior to contacting parents/carers and make contact on their behalf.
1.11	Support the Pastoral Team in arranging work for students who are in "isolation".
1.12	Contact parents and other staff in the pastoral team as required.
1.13	Work with other pastoral staff to analyse and report on trends in behaviour and attendance.
1.14	Maintain confidentiality at all times in respect of school related matters and prevent disclosure of confidential or sensitive information.
1.15	Liaise with and support the Attendance Lead, as and when appropriate, to help improve student's attendance.
1.16	Supervise detentions at break time and lunch time for persistently late students or students with behaviour issues and supervise detentions at the end of the day for students with behaviour issues.
1.17	Conduct home visits, where required.
1.18	Liaise with external agencies, where required this includes both inside and outside of school to support student wellbeing, behaviour and attendance to ensure each student reaches their full potential.
2.0	Provide support to a specific Year group with child protection and safeguarding
2.1	Have a high awareness of child protection and safeguarding issues
2.2	Ensure all school safeguarding procedures are followed as a DDSL, working with students, staff and other agencies. Child protection concerns that arise are passed to the Designated Safeguarding Lead (DSL) in a timely and confidential manner.
2.3	Record and update CPOMs logs where required to ensure all information is up to date for students.
3.0	Undertake administrative and clerical work that supports the pastoral care of students
3.1	Undertake clerical work to gather and record information about students. This includes keeping updated information on students with keyworkers and outside agencies.
3.2	Work with your Year group to contribute to individual education plans and pastoral support plans.
3.3	Assist with the administration of the system of rewards and sanctions.
3.4	Assist with the administration of systems to maintain high standards of uniform and personal appearance.
3.5	Assist with the administration of inter-form activities, including credit totals and the use of year-based noticeboards.
4.0	Other
4.1	Provide any other additional support for your Year group as directed by the Principal
4.2	Attend information or parents evening when required.
4.3	Provide support to other Pastoral Leaders during busy times and absence

4.4	To carry out all activities in line with the Trust's Policies and the Trust's Financial Regulations
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: 29.03.21	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Good level of education, with a minimum of GCSE level Maths and English at Grade A* - C (or equivalent)
Experience	<ul style="list-style-type: none"> • Experience of working with students or young people regarding social and behavioural matters
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to manage duties flexibly within the remit of the role. • Demonstrates a professional approach acting as a role model for students • Able to work as part of a team and on own initiative • Driven to achieve the best outcomes for the student, parents and the academy • Resilient and able to develop resilience in others • Ability to build high quality relationships • The capacity to understand and communicate effectively with students, parents and colleagues • A high level of commitment with the ability to make a significant contribution to the wider needs of the school • Knowledge of safeguarding and how this informs professional and personal life • A strong commitment to equality of opportunity for all students • Excellent communication and organisation skills • Ability to work under pressure, dealing with conflicting demands and interruptions • Ability to solve problems on a day-to-day basis • IT skills including MS Office (Word, Excel, Outlook, PowerPoint)