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###### JOB DESCRIPTION AND PERSON SPECIFICATION

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| **Job Title**: Pastoral Leader (Primary) | **Grade:** F (points 14-19)  |
| **Job Family:** Organisational Support |  |
| **Overall Purpose of Job**: As the Pastoral Leader, you will provide high quality pastoral support across the academy, working with others to ensure appropriate plans and strategies are in place to support healthy social and emotional development. You will ensure that vulnerable pupils are ready to learn and to support them in and outside of the classroom. You will provide a positive and professional image of the academy, in all dealings with parents/carers, visitors and outside agencies. |
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| **Main Responsibilities**1. You will support the implementation and success of whole school and individual behaviour and development strategies/plans, tailoring interventions alongside parents/carers, teaching staff and pastoral colleagues (Thrive)
2. You will help monitor, track and evaluate the impact of behaviour plans/strategies and tailored interventions.
3. You will provide feedback to pupils, parents/carers and the Head of Academy.
4. You will have excellent communication with parents/carers and external agencies through regular contact and formal meetings where necessary.
5. You will organise and monitor pupil peer mentoring systems in school, providing training and support for all involved.
6. You will organise and be actively involved in break and lunch time provision; and monitor the effectiveness of this provision.
7. You will have overall leadership responsibility for the work of Lunchtime Supervisors including their training and development needs.
8. You will have overall leadership responsibility for Breakfast Club.
9. You will ensure vulnerable pupils are ready to learn and work alongside class teachers in the classroom to support the learning.
10. You will be actively involved in PSHCE Education including planning and organising curriculum events.
11. You will plan and deliver tailored small group/individual interventions which support the social and emotional development of pupils (Thrive).
12. You will organise/provide family support for the most vulnerable children in school.
13. You will collate and analyse CPOMs data in order to track progress and monitor strategy effectiveness.
14. You will report to the SLT on a regular basis, as required.
15. You will liaise with social care as appropriate regarding current cases and support work.
16. You will manage the whole school approach to Thrive, including profiling, action planning and timetabling.

**General**1. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
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| 1. You will participate in training and other learning activities and performance development as required.
2. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
3. You will ensure strict confidentiality in all areas of work.
4. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
5. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
6. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children’s welfare, reporting any concerns to the Designated Safeguarding Officer at once.
7. You will always comply with the Trust’s policies and procedures.
8. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
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| Knowledge, Skills and Experience |
| **Essential** * Grade C/4 or above, or equivalent, in both English and Maths (C)
* Recognised and relevant vocational qualification (NVQ level 3) and/or equivalent proven practical work experience (C/I/A)
* Previous experience of working with young people, preferably in a school setting (A/I/R)
* Ability to work effectively with children of a relevant age group (A/I/R)
* Understanding of classroom roles and responsibilities and your position in these (A/I/R)
* Understanding of academy child safeguarding procedures (A/I)
* Experience of successfully supervising other people (A/I/R)
* Strong communication and listening skills (A/I/R)
* Good ICT skills (Microsoft packages) (A/I)
* Ability to build positive relationships with all stakeholders, especially parents/carers (A/I/R)
* Ability to work effectively as a team (A/I/R)
* Ability to respect and maintain confidentiality (A/I/R)
* Ability and willingness to inspire students and get the best out of them (A/I/R)
* Efficient and effective organisation skills (A/I/R)
* Ability to motivate others (A/I/R)
* Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues (A/I/R)

**Desirable*** Experience or qualifications in Thrive.
* Completion of DfES Teacher Assistant NVQ Level 3, or equivalent (A/C)
* Working in a school environment (A/I/R)
* Issues affecting pupils and young people and how to offer supportive assistance (A/I/R)
* Emergency First Aid or First Aid at Work qualification (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference |
| **Behaviours*** Proactive
* Organised
* Team Player
* Flexible
* Positive
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| * Engaging
* Clear communicator
* Emotional intelligence
* Reliable
* Trustworthy
* Influential
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| **Contacts and Relationships:****Managers** - in daily contact with senior leaders/Head of Academy and teaching staff within the academy**Support Staff** – in daily contact with support staff who are involved in administration, classroom support, catering, cleaning, site supervision, health and safety and inclusion**Trust Staff** – in some contact with the wider Education team including Executive Leaders, Directors of Learning, safeguarding and inclusion**External** – in regular contact with parents/carers, external agency professionals, as required. |

***Note*:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list check.