

# Job Description

## House Pastoral Leader (Non-Teaching)



<b>Grade:</b>	Grade 5 (SCP 12-15 £23,207 - £25,566)
<b>Working weeks per year:</b>	39 weeks
<b>Annual Leave:</b>	During school holidays
<b>Responsible to:</b>	Director of Pastoral & Deputy Director of Pastoral / Head of House

### **General Scope of the post**

Responsible for assisting in the day to day aspects of the pastoral system across the Academy. The post holder will support students across Key Stage 3 & 4.

### **Key Tasks and Statement of Duties**

- To liaise on a daily basis with the Head of House (HOH), Deputy Head of House (DHOH), Director & Deputy Director of Pastoral Care and attendance/safeguarding teams regarding student welfare.
- To assist HOH/DHOH and support tutors with the general attendance of students including follow up of unauthorised absences with parents to improve attendance and punctuality. Meet regularly with Education Welfare Officer and feedback to HOH. Organise work for absent students, including exclusions.
- To support students in relation to welfare and discipline issues which impinge on learning and signpost to further support as appropriate (internal/external).
- To liaise, meet and communicate with parents/carers and external agencies e.g. meetings, telephone calls.
- To gather information relating to behaviour incidents and coordination of appropriate sanctions keeping parents informed, ensuring all relevant information relating to incidents of behaviour and coordination of sanctions is recorded on Academy systems.
- Responsibility for administration relating to midterm admissions relating to the relevant House cohort.
- To be responsible for organising detentions/sanctions and rewards including notification to parents.

- To encourage positive attitudes around the Academy, particularly in relation to behaviour, learning, appearance and uniform.
- To supervise students in our behaviour hub and ensure they have sufficient work/meet the Academy code of conduct.
- Supervision of students during break or lunch as per rota.
- To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.

#### **1. MANAGEMENT/SUPERVISION**

No supervision

#### **2. CREATIVITY AND INNOVATION**

Post holder must understand and utilise a range of strategies to deal with individual behavioural needs. Creativity and innovation is a feature of the job exercised within a general framework of recognised procedures according to policy. Innovation may be used for example in identifying more effective ways in providing management information.

#### **3. CONTACT AND RELATIONSHIPS**

A range of contacts which are variable in nature and not always straightforward. Daily contact with HOH, DHOH, parents, students, Senior Team and other employees of the Academy.

Regular contact with Head Teacher, Deputy Head and outside agencies such as mental health services or family help, parents and families of students.

#### **4. DECISIONS**

##### **Discretion**

The post holder must act in accordance with Academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. Decisions will be made and judgement exercised within these guidelines from a range of established alternatives in consultation with HOH and SLT.

##### **Consequences**

Impact would be quickly and easily identified and rectified however some actions could have a longer term and more significant impact on the Academy internally and externally.

#### **5. RESOURCES**

Office equipment e.g. computer.

Accurate handling and security of small items of value and cash i.e. confiscated items.

## **6. WORK ENVIRONMENT**

### **Work Demands**

Tasks may be interchanged and interrupted but not involving any significant change to the overall programme.

### **Physical Demands**

Academy based, physical effort required such as walking around the Academy collecting and delivering students to rooms as required.

## **7. KNOWLEDGE AND SKILLS**

- GCSE or equivalent in 3-5 subjects.
- Excellent communication and interpersonal skills.
- Previous experience of similar duties would be an advantage.
- ICT skills required.
- Previous experience of using MIS systems

## **8. GENERAL**

### **Equal Opportunities**

The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

### **Health and Safety**

The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.