



Job Description

Pastoral Leader

Main Purpose of the Post

- To support and contribute to the Catholic life of St. Bernard's community
- To ensure the effective education of students in assigned classes in line with departmental and whole school objectives, policies and schemes of work

Roles and Responsibilities

- To design, deliver and evaluate a full Respect Programme for the school which includes anti-bullying and online safety in order to promote student well being
- To ensure that all students within the year group progress academically and pastorally during the academic year
- To provide the students with the highest possible level of pastoral care, guidance and support to enable them to be happy and healthy at all times
- To liaise with Head of Year in order to identify students of concern and barriers to learning and subsequent intervention strategies
- To meet and contribute to discussions with other staff regarding pastoral issues and developments
- To attend consultation evenings, review and any other relevant meetings concerning students
- To organise rewards and sanctions for students in line with school policy
- To provide a point of reference with regard to discipline and standards of uniform
- To be responsible for, or assist with, the organisation and administration of whole-school or year functions of a social, recreational or educational nature
- To be available to supervise and offer support during breaks, lunchtimes and end of the school day
- To manage the collation and presentation of evidence for exclusions
- To encourage extracurricular activities with particular emphasis on improving participation in the year group
- To create, update and lead on Pastoral Support Plans for students, monitoring, evaluating and reviewing these plans to ensure best value for money and impact
- To provide strong pastoral teaching through the Assembly and Form Time programmes alongside the Head of Year under the guidance of the Senior Leadership Team
- To ensure the highest standard of behaviour within the year group to facilitate a strong climate for learning and ultimately strong outcomes for students
- To liaise with the Head of Year in monitoring behaviour programmes such as report systems and Pastoral Support Plans in line with school expectations
- To liaise with parents and carers to ensure effective relationships between the home and school, facilitating behaviour for learning
- To provide families with support and care in times of need





- To liaise with the Attendance Team in order to ensure the highest standard of attendance for individuals, form groups and across the year group
- To contribute significantly to Professional Meetings in order to intervene with and support vulnerable students
- To report to the Senior Leadership Team and Governors alongside the Head of Year on the progress of the year group and the impact of school wide strategies to support progress





Person Specification

Pastoral Leader

Qualifications and Experience	Essential / Desirable
GCSE or equivalent in English and in Maths	Essential
Higher level qualification in support work	Desirable
Knowledge of current educational practice and issues related to pastoral care	Essential
Regularly reviews own practice and continually participates in quality professional development	Essential
Evidence of supporting consistently good outcomes for students	Desirable
Skills	
High level of written, oral and communication skills	Essential
Ability to communicate effectively orally and in writing to a range of audiences	Essential
High level of organisational and planning skills	Essential
Work effectively as part of a team, relating well to colleagues, students and parents	Essential
Ability to demonstrate a commitment to equality of opportunity for all students	Essential
Ability to investigate, solve problems and make decisions	Essential
Management of resources	Essential
Able to use own initiative and motivate others	Essential
Ability to demonstrate high level ICT skills in personal and educational situations	Essential
Ability to relate to and empathise with students and to develop trusting and respectful relationships with them	Essential
Respect for confidentiality of information concerning individual students and ability to use discretion in circumstances of disclosure	Essential
Able to offer expertise to support others	Essential
Well-developed skills in planning, implementing actions and evaluating outcomes	Essential
Deal sensitively with people to resolve conflicts	Essential
Prioritise and manage own work effectively	Essential
Work under pressure and to deadlines	Essential
Knowledge & Understanding	
Ability to identify effective interventions to ensure students maintain good progress	Essential
Ability to establish strong parental connections bespoke to need	Essential
Effective use of ICT to support learning	Essential
Full working knowledge of relevant policies/codes of practice/legislation	Essential
Disposition & Attitude	
Total commitment to raising the achievement of all students	Essential
Positive and optimistic attitude towards Academy Improvement and Inclusion	Essential
A positive, solution focused attitude	Essential
Open-minded and receptive to new ideas, approaches and challenges	Essential





Places high priority on effective team working and works easily and comfortably in a team environment	Essential
Commitment to an involvement in extra-curricular activities	Desirable
Evidence of sharing in and contributing to the corporate life of the school	Essential

