



TORQUAY ACADEMY

Job Description

Name

Job Title

Pastoral Leader

Accountable to

Head of Academic Progress and Vice Principal for year team

Job Purpose

To be responsible for supporting students to achieve their potential by:

Supporting the wellbeing of students
Assist in improving attendance of the Year group
Tracking student progress
Monitoring student progress and providing support

Salary

SCP 12-17

Hours per week

37.75 hours per week 39 weeks per annum
8.00am – 4.15pm Monday – Thursday and 8.00am – 3.15pm Friday
30 minute unpaid lunch break

Key duties

- To support the pastoral needs of all students
- To provide high quality care for all students
- To help reduce the social and emotional barriers to learning for vulnerable students
- To work with the HOAP to promote the progress and achievement of all students
- Provide learning support to students to make required progress
- To support students after school with homework and revision
- Use CPOMS to keep abreast with the wellbeing of students
- Ensure safeguarding and other paperwork is completed as required
- Liaise with school Attendance Officers regarding student attendance and monitor student attendance
- Use attainment data to specifically target children who are underperforming
- Be aware of and comply with policies and procedure in relation to child protection and all aspects of safeguarding children
- To contact parents and meet with them as and when necessary
- In liaison with the HOAP follow up student progress and meet with students and parents, as necessary
- To attend and assist with twilight sessions as appropriate
- Support students returning from alternative education provision (EOTAS/PRU etc)
- To attend Progress meetings and parents' evenings
- To attend reintegration meetings
- To assist in the preparation of Year Reports and liaise with Tutors
- To promote Year group activities
- To support vaccination programmes for year group
- To liaise with Learning Support and attend statement review meetings, where necessary
- To complete online forms as required, e.g. 3 houses
- To be responsible for documentation specific to the Year group and progress
- To be responsible for display material on designated boards
- To support classroom work and accurately record achievement/progress
- Supervision of students in lesson and small group work
- To promote positive behaviour and provide support for students with behaviour

- To facilitate restorative meetings between students
- To keep accurate records of personalised timetables of students in the Year group
- Attend meetings held by other agencies, where necessary
- To act as first aider for the year group
- To carry out risk assessments on students with temporary physical impairments
- Cover registration in the absence of the usual member of staff
- To participate in and promote 'Fun Friday' each week
- Provide support for other Year groups, as required
- Promote all Academy Policies
- To undertake other tasks as required by the Principal, commensurate with the post and the efficient and effective running of the school.

Communication

- Be a point of contact for parents and referring to other staff for action in relation to progress and social issues
- Ensure contact is made with parents, by phone, letter or text and keep appropriate records on CPOMS
- To support and liaise with Form Tutors concerning individuals, re learning, progress and behaviour
- Seek reports via 'round robins' on student progress from staff
- Liaise with Academy SENCO over SEN provision
- Arrange parental appointments as appropriate and in liaison with the HOAP
- Liaise with Child Protection Officer as appropriate

General

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to Academy development through identified communication and consultation channels
- To respect the confidential nature of information relating to the Academy and students

Other Specific Duties

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the Academy
- To promote the agreed vision and aims of the Academy
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy and as reasonably requested by the Principal

Signed

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