**Job Description: Pastoral Leader**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 7 |
| **Responsible to:** | SLT |
| **Main Purpose** |
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| The primary aim of this role is to support students’ day to day at school. You will help provide support for student welfare, promote positive behaviour and inclusion in all aspects of school life. You will help to support the implementation of school policies, ensuring corridors are disruption free and that students are accessing their learning. The pastoral and academic frameworks are closely connected at Twynham School, and this role is a key part of ensuring student success. |

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| **Duties and Responsibilities** |
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| * Work alongside the Senior Leadership Team (SLT) and Head of Year to support teaching provision and help students in their learning journey.
* Improve student attendance and punctuality: Support the Head of Year in improving student attendance through a range of strategies such as monitoring, daily phone calls and attending relevant meetings.
* Support individual students: Under the guidance of the Head of Year, work with individual students or groups to help them achieve their best and support student well-being. (ELSA)
* Behaviour: Help students make the correct decisions and support our ‘AWOL’ system.
* Liaise with agencies: Work with internal staff and external agencies (e.g., social care, youth services) to ensure comprehensive support for students’ academic, emotional, and social growth.
* Role model: Build positive relationships with students, acting as a role model and setting high but achievable expectations.
* Support inclusion: Work consistently to ensure every student is included and supported, recognising and responding to their individual needs.
* Parents: Meet with parents to help support students when required.
* Community: support with end of day patrol in our local community.
* Break and lunch supervision: Help supervise students during break times and support out-of-school learning activities when needed.
* Support with general administration tasks

Support with year group-specific administration to include:* Year 7: Support with transition work to ensure a smooth start to secondary school.
* Year 8: Assist with the preparation and organisation of charity events.
* Year 9: Support students and families with the options process.
* Year 10: Help coordinate mock exam preparations and support students with selecting suitable work experience.
* Year 11: Provide support with exam readiness and celebration/graduation events
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.  |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential** * Minimum pass in GCSEs A-C Maths and English (or equivalent)
* Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils
* Ability to support the processes and procedures for pupils learning
* Ability to work at own initiative and as part of a team
* Ability to work in a flexible and responsive way with tact, discretion and confidentiality
* Ability to relate well to children and adults
* Thorough knowledge and understanding of safeguarding children
* Ability to think creatively to deliver learning
* Ability to work under pressure and manage time effectively
* Excellent communication skills
* Commitment to providing equal opportunities and meet
* Ability and willingness to work collaboratively and supportively within the school team
* Build effective and professional working relationships with parents, staff, Governors and the wider community
* Is committed to their own professional development
* Qualities required are discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, to be numerate and literate, a team worker and to have good oral communication.

**Desirable*** Experience of working with children in an educational setting is desirable.
* An understanding of students’ individual targets, and where appropriate the post-holder may be required to develop a more specialised knowledge in specific curriculum areas
* A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers is essential.
* Completion of ELSA and/or Mental Health First Aid training is desirable
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| SLT = Senior Leadership TeamAWOL = Absent Without Leave | ELSA = Emotional Literacy Support Assistant |