



NORTON COLLEGE

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Pastoral Leader with Cover Support

Grade F, Scale Points 8 – 13, £22,777 - £24,948 per annum pro-rata

Full time, 37 Hours per week, term time only, required from June 2023.

This is a fixed-term post for a year.

We are looking to appoint a dynamic individual to work within the busy environment of the Pastoral Team. The successful candidate will work through Heads of Year and other members of the Pastoral Support Team to provide effective pastoral care and guidance to ensure pastoral concerns are effectively resolved through close contact with home, students and staff and to provide cover for absent teaching staff and to aid teaching and learning by supervising pupils.

Main duties will include being the first point of contact for all parental enquiries, tracking behaviour through established systems and covering lessons for teaching staff who are absent or otherwise occupied.

Norton College is a 'Good' and rapidly improving school, which was graded "Good" in February 2023 in all categories. The 'Pupils are prepared well for life after school', and 'Pupils value the pastoral support offered by the school when life is challenging'. The College has a clear vision for continued improvement which is centred around building self-belief in students and working hard with them.

Please visit Norton College website at: www.nortoncollege.net to make your application.

Closing Date: 9.00 am on Monday 5th June 2023

Interview Date: Friday 9th June AM (subject to change)

The School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced Disclosure & Barring Service check.



JOB DESCRIPTION

JOB TITLE:	Pastoral Leader with Cover Support
GRADE:	Grade F, Scale Points 8 – 13, £22,777 - £24,948 per annum pro-rata
HOURS PER WEEK:	37 hours per week, term time only (Fixed Term)
RESPONSIBLE TO:	Pastoral Manager
RESPONSIBLE FOR:	N/A
JOB PURPOSE:	To work alongside the Heads of Years and other members of the Pastoral Support Team to provide effective pastoral care and guidance to ensure pastoral concerns are effectively resolved through close contact with home, students, and staff and to provide cover for absent teaching staff as necessary.

ACCOUNTABILITIES/ MAIN RESPONSIBILITIES

1. To work as part of a shared Pastoral Support Team to ensure friendship issues and similar pastoral issues identified by Heads of Year are effectively resolved quickly to the satisfaction of all.
2. To be the first point of contact for all parental enquiries referring matters directly to Heads of Year.
3. Work with Heads of Year and other Pastoral Support team members in the monitoring and tracking of students whose behaviour log warrants intervention.
4. To work with children and parents to ensure uniform is rigorously implemented.
5. To act as a role model to pupils and staff.
6. To provide technical and administrative support for the academic and pastoral systems of the College.
7. To cover lessons for absent teaching staff as necessary, and to supervise pupils sitting examinations and/or in Learning Support/isolation/Thrive as required.
8. To follow the College Behaviour Policy.

9. To participate in the College's procedures for Performance Management and ensure on-going professional development.
10. To undertake any other duties that might be reasonably required.

GENERAL DUTIES

As a member of the Pastoral team you will have a shared responsibility for:

1. Being fully aware of the college's and Ofsted's expectations on behaviour and attitudes, Personal Development and Safeguarding;
2. Being a role model to all stakeholders through the pastoral role;
3. Promoting, upholding and embedding the positive ethos of the college through the consistent display of ethical and effective behaviours;
4. Actively addressing own professional development needs, hence retaining a thirst for self-improvement and progression;
5. Contributing to the smooth day to day running of the school;
6. To participate in training courses and CPD as required;
7. To record, report and monitor safeguarding issues through CPOM's, and to liaise with the Pastoral Manager and Director as required;
8. Contributing to the maintenance and extension of active and constructive links with parents/carers and members of the wider community;
9. Promoting and supporting extra-curricular provision and the broader life of the school and the community;
10. To attend Faculty and Team meetings as and when requested
11. Undertake any other reasonable duties within the overall function and level of responsibility of the job;

GENERAL INFORMATION

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. You may be asked to undertake any other reasonable duties within the overall function and level of responsibility of the job.

All staff are required to comply with the Trust's policies, procedures and ethos and to commit to safeguarding and promoting the welfare of children.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the Trust's policies and supporting documentation in respect of these issues.

EQUAL OPPORTUNITIES

Ryedale Learning Trust supports the principle of equality of opportunity in employment.

PERSON SPECIFICATION: PASTORAL LEADER WITH COVER SUPPORT

FACTOR	ESSENTIAL	DESIRABLE
PROFESSIONAL SKILLS	<p>Excellent written and oral skills.</p> <p>Good numeracy / literacy skills.</p> <p>Excellent ICT /Technology Skills to support learning.</p> <p>Able to work constructively, and as part of a team.</p> <p>Able to make decisions using own judgement and in a timely manner.</p>	<p>Able to adapt to change where necessary.</p> <p>An understanding of classroom roles and responsibilities.</p> <p>Awareness of relevant legislation relating to child protection.</p> <p>Working knowledge of relevant policies and legislation.</p> <p>An understanding of principles of child development and learning processes.</p> <p>Working knowledge of national / foundation stage curriculum and other relevant learning programmes and strategies.</p>
QUALIFICATIONS AND TRAINING	<p>Skills in literacy and numeracy.</p>	<p>Training in relevant learning strategies and specialist knowledge in a particular curriculum area.</p> <p>Evidence of further qualifications.</p> <p>Appropriate first aid training.</p>
EXPERIENCE	<p>Evidence of interest in young people.</p>	<p>Invigilating internal and external examinations, under supervision.</p> <p>Working with pupils of relevant age in a learning environment.</p> <p>Managing pupil behaviour.</p> <p>Supporting/covering lessons</p>
PERSONAL ATTRIBUTES	<p>Excellent interpersonal skills.</p> <p>Willingness to learn and develop new skills.</p> <p>Calmness and self-control.</p> <p>Flexibility.</p>	