



Organisation:	Watergrove Trust
Section:	Associate Staff
Location:	Across any of the schools within the Watergrove Trust
Job Title:	Pastoral Year Lead
Hours:	36 ¼ hours, working Term Time only, plus 10 days
Grade:	Grade 8
Grade Range:	Points 26 - 28
Accountable to:	Headteacher, Deputy Headteacher, Assistant Headteacher
Accountable for:	N/A
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.• A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

Support the successful learning and participation in the educational activities of all students.

Support students with emotional and behavioural difficulties, social skills and to promote integration with peer groups.

Support students physical and emotional well-being, whilst encouraging their independence and raising self-esteem.

Support the aims and objectives of the academy and, under the direction of the Headteacher and Senior Staff, work with all students to support learning and remove any barriers to learning.

Work closely with students, staff and parents specifically within one of the year groups but will also support work in other year groups.

Support the personal welfare of students with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.

Refer to and liaise with the various outside agencies that work with our young people.

Support their designated Head of Year to deliver effective pastoral support.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

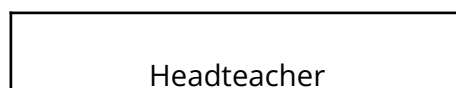
Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher
Senior Leadership Team
Pastoral Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees

Organisational Chart



Deputy Headteacher
Assistant Headteacher
Head of Year
Pastoral Year Lead

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

The Wardle Way:



Wardle Academy has high expectations of students and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties



Pastoral

Develop a culture in their year group that leads to a love of learning.

Support and lead their year group community and contribute to our whole school community.

Administrate, implement and monitor the Behaviour Management and Recognition system in the Academy (for their year group) to ensure that effective learning can take place for all students.

Contribute to the running of the whole school on call and internal exclusion strategy.

Support and encourage all students to engage positively in the school's curriculum.

Ensure effective monitoring of student attendance and punctuality, ensuring appropriate action is taken where necessary.

Use a range of data effectively to manage the year group and implement strategic changes.

Manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.

Respond to and take steps to resolve year group community issues e.g. mediation, parent liaison, restorative practice.

Develop and maintain effective partnerships with parents.

Collate all necessary information/documentation required to achieve successful allocation of professional support for targeted pupils.

In liaison with the designated Assistant Headteacher, contribute to the leadership and management of the School's Behaviour Development & Recognition Systems and to ensure that an effective student support framework is in place.

Attend safeguarding meetings as required including case conferences, emergency strategy meetings, inclusion panel, etc.

Liaise with the Attendance Officer to resolve wider issues, make home visits and reintegrate those students that have been absent.

Identify and refer in the cases of Child Protection issues.

Write, lead and/or participate in the EHA process.

Lead on year group assemblies, community charity work and leadership council activities.



Organisation

Organise, monitor and evaluate appropriate strategies for tracking student behaviour, progress, target monitoring and mentoring.

Implement the academy policy and procedures, in relation to absence, punctuality and truancy for their year group.

Support issues related to particular year groups, e.g. transition, options, work related learning, induction and careers, in conjunction with the relevant staff.

Be responsible for allocated administrative duties associated with students within their year group and, when directed, whole school duties.

Communicate effectively to all members of the academy and the wider community, in particular, on matters concerning student behaviour and attendance.

Assist in providing relevant information as required by the Leadership Team and Governing Body.

Other Specific Duties

Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.

Perform and promote actively the school's corporate policies, e.g. Health and Safety, Equal Opportunities etc.

Ensure that the academy's commitment to provide a quality service for pupils and parents/carers is delivered.

Supervise students as required.

Participate in the designated duty team, Internal Exclusion and duty rotas (including lunchtime duties), and on-call systems.

Contribute to general administrative tasks.

Participate where appropriate in out-of-academy hours activities.

Contribute to the academy intervention systems.

Work effectively with form tutors, other heads of subject/faculty, and to promote teamwork and effective relationships which allow student progress.



Responsibilities for equipment and other school resources

Personnel

If appropriate, any staff as directed by the Headteacher.

Financial

To be responsible for the appropriate use of the year group pastoral budget to support learning and reward students.

Equipment/Materials

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

Equality and Diversity

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements.

Secondary Duties

1. To attend and participate in meetings as required
2. To participate in programmes of training as a trainee and when required as a trainer facilitator.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description Prepared by: Rebecca Burns Date: 25 April 2025

Postholder Signature: _____ Date: _____



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.



Watergrove Trust Person Specification

Organisation :	Watergrove Trust	Post:	Pastoral Year Lead
Section :	Associate Staff	Grade:	Grade 8

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
Possess a Level 2 or higher qualification in Literacy and Numeracy	E	AF, I
GCSE English and Mathematics at Grade A* - C	E	AF, I
Additional relevant qualifications	D	AF,
Skills and Experience		
Experience of working with pupils in Years 7-11	E	AF, I
Experience of implementing strategies to improve behaviour and attendance	E	AF, I
Experience of using data to monitor and track pupil behaviour (both positive and negative)	E	AF, I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	AF, I
Ability to build and maintain effective working relationships with all pupils and colleagues	E	AF, I
Ability to promote a positive ethos and role model positive attributes	E	AF, I



Ability to continually develop and extend own working practices	E	AF, I
Refer students to Inclusion Panel and develop actions from the referral to support student progress	E	AF, I
Development of Common Assessment Framework documentation / EHA / LAC and lead meetings as required	E	AF, I
In liaison with Pastoral Team / Progress Team be part of parents / carer events as required	E	AF, I
Effective use of ICT and other specialist equipment / systems /resources to monitor students within House	E	AF, I
Working with children in a paid or voluntary capacity	D	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Full working knowledge of relevant policies/codes of practice	E	AF, I
Ability to interpret advice/statue and to devise policy/practice in the light of these	E	AF, I
Ability to deal with a wide range of people effectively, using various forms of communication. i.e. telephone, e-mail, face to face	E	AF, I
Ability to encourage fundraising activities as part of Pastoral Team Initiatives / Community Activities	E	AF, I
Ability to work as part of a team, understanding schools roles and responsibilities and your own position within these	E	AF, I
Ability to manage staff / team effectively, monitor and evaluate student development	E	AF, I
Ability to conduct staff supervisions effectively	E	AF, I
Ability to evaluate training and development needs of self and team members	E	AF, I
Appropriate knowledge of First Aid	D	AF, I
Special Working Conditions		
Attend occasional meetings out of school hours	E	I
Participate in relevant training and development opportunities	E	I
Willingness to attend parents evenings	E	I
Willingness to lead assemblies	E	I
Willingness to attend events as part of Academy activities	E	I

