



JOB DESCRIPTION

Pastoral Leader

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| Post Title: | Pastoral Leader |
| Hours: | 39 hours per week, term time only plus 1 TE Day |
| Line Manager: | Assistant Headteacher (Pastoral) |
| Salary: | Scale SO2 (26-28) |

Main purpose of role:

- To promote, lead and nurture the ethos of an inclusive and comprehensive school where all students are equally valued
- To lead and manage one Year Group within a supportive pastoral system
- To be collectively responsible for all matters regarding the pastoral care of students throughout the school day
- To collectively promote and safeguard the welfare of students
- To collectively lead with SLT, Faculty and subject leaders in the management of student behaviour
- To serve as primary contact for parents on behalf of the school
- To lead on attendance

Main duties and Responsibilities:

Pastoral Care and Safeguarding:

- To plan and manage the delivery of pastoral care to students specifically within one Year Group
- To liaise with external agencies as required and attend all relevant meetings
- To promote and safeguard the welfare of all students with direct responsibilities towards the students in one Year Group
- To collectively lead on the identification of factors that challenge the health and safety of students and to assist SLT in the leadership and management of strategies to eradicate those factors
- To act as deputy Designated Safeguarding Lead under the leadership of the DSL, undertaking all relevant training as required
- To monitor the attendance of students within one Year Group and collectively lead and manage strategies to ensure that students maintain an attendance record in line with, or above, school targets
- Alongside parents and carers to determine the support needed by students with medical conditions and to administer and manage Care Plans
- To maintain relevant First Aid training and to provide First Aid to students as circumstances dictate.



Administrative:

- To be responsible for the entry and maintenance of relevant information pertaining to students in one Year Group, ensuring records are kept up to date as circumstances change.
- To collectively lead and take responsibility for the planning, organisation, administration and staffing of all pastoral and related calendared events e.g. Parent Consultation evenings
- To provide references for students as situations dictate
- To assist in the administration of the rewards systems

Student Behaviour Management:

- With the SLT, Faculty and Subject Leaders to provide collective leadership on the management of behaviour of students because we recognise that pastoral care will impact upon student achievement and behaviour
- To collectively lead with SLT on strategies to prevent and challenge harmful behaviour amongst students
- To recognise and challenge issues to do with behaviour and attendance in line with school policy and to deliver behaviour and attendance programmes across one Year Group
- To liaise closely with the SENCo and all relevant staff to support students to achieve academic success
- To use data effectively in order to monitor students closely

Liaison with parents:

- To serve as primary contact with parents of students in one Year Group
- To ensure parents receive appropriate information on their child as required
- To attend the relevant Parent Consultation evening and met with parents as appropriate

The post holder may also be required:

- To undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their level of responsibility
- To maintain personal and professional development to meet the changing demands of this post and to participate in appropriate training activities.

MJ Fieldhouse Sept 2020

The job description is not a comprehensive definition of the post but sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties. You may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require.
JobDescNonTeach/Pastoral Leader Sept 2020