

Job Description

Normal place of work: Hazel Wood High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 37 hours per week, term time only plus 5 additional days.

Monday 8:15am – 4:15pm, Tuesday 8:15am – 4:15pm, Wednesday 8:15am – 4:30pm, Thursday 8:15am – 4:15pm, Friday 8:15am – 3:30pm.

Responsible to: Headteacher, Deputy Headteacher and Assistant Headteacher.

PURPOSE OF THE POST

- To manage self and to support staff and pupils' in ensuring stability and continuity for behavioural development and academic progress.
- To support the successful learning and participation in educational activities.
- To support pupils with emotional and behavioural difficulties, social skills and promote integration with peer groups.
- To secure pupils' physical and emotional wellbeing, whilst encouraging their independence and raising self-esteem.
- The post holder will support the aims and objectives of Hazel Wood High School and under the direction of the Headteacher and Senior Staff, working with all pupils to support learning and to help remove barriers to learning.
- The post holder will work closely with pupils, staff and parents / carers specifically within one of the year groups, but will support work in other years.
- To refer to and liaise with the various outside agencies that work with our young people.
- To work in partnership with their designated SLT member and year team to deliver an effective pastoral programme, including PSHCE.
- To lead on a whole school pastoral responsibility e.g., Transition, Medical need, SEND link, Safeguarding, Alternative Provision.

DUTIES AND RESPONSIBILITIES

- Contribute to whole school pastoral interventions and processes.
- To ensure that Hazel Wood High School's commitment to a quality service for pupils and parents/carers is provided.
- To administrate, implement and monitor the Behaviour Management and Rewards System in the School to ensure that effective learning can take place.
- Work with the Director of Key stage, SLT team as well as the Attendance Officer to ensure effective monitoring of student attendance and punctuality, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.

- Be responsible for the timely submission of relevant information to School Leaders, SLT, the QEB and other outside agencies.
- Make home visits where required and establish rigorous tracking of key pastoral pupil groups, e.g., Pupil premium, Looked After Pupils, SEN, vulnerable groups.
- Respond to and take steps to resolve relationship issues between pupils and between staff and pupils.
- To manage the behavioural and emotional needs of students, being available to respond to incidents as they occur.
- Develop and maintain effective partnerships with parents to promote learning and provide information.
- Attendance at safeguarding meetings as required including case conferences, emergency strategy meetings, inclusion panel etc.
- Liaise with the attendance officer to resolve wider issues, including home visits.
- To effectively use CPOMS and support the anti-bullying work in school, identify and refer in the cases of Child Protection issues.
- To write, lead and/or participate in the TAF process / Story So Far / HYM referrals.
- To assist with year group assemblies / Year Council / Charity Work.
- To contribute to the whole school removal strategy and model good practice when staffing the removal rooms.
- Support the personal welfare of pupils with regard to spiritual, moral, social and cultural values and to promote the ethos of the school.
- Arrange and develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Take a lead role in the speedy and effective transfer of pupils across phases and the re-integration of those who have been absent.
- To participate in the designated duty team and duty rotas and on call systems.
- To organise, monitor and evaluate appropriate strategies for tracking student behaviour and rewards, target monitoring processes and mentoring.
- To support issues related to particular Year groups e.g. Options, Work Related Learning, Induction and Careers in conjunction with the relevant staff.
- To be responsible for allocated administrative duties associated with students within their year group and when directed whole school duties.
- To communicate effectively to all members of the Partnership and the wider community, in particular, on matters concerning pupil safety, behaviour and attendance.
- To assist in providing relevant information as required by the Leadership Team and QEB.
- To work effectively with Form Tutors, Director of Subjects and promote teamwork and effective relationships which allow pupil progress.

Pastoral Year Leader Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
- GCSE Maths and English at Grades C/4 or above (or equivalent). - Experience of working in a school environment. - Experience of working with young people and families and other external agencies. - Experience of managing and engaging groups of young people to learn, encouraging them to be the best they can be. - Ability to track, monitor and evaluate student progress, attendance and punctuality, behaviour, along with agency support and employ intervention strategies. - To demonstrate an excellent understanding of the pastoral and welfare needs of the students in the 11-16 age range, with evidence of significant experience in this area. - A clear understanding of safeguarding policies, practices and procedures in schools and/or colleges.		HLTA / Education related qualifications and CPD.	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL			
- Excellent negotiation skills and effective communication skills, both written and orally. - Ability to manage own workload, prioritise tasks and deal with a wide range of demands from different groups of people. - Ability to remain calm under pressure and influence behavior of students positively. - To be able to demonstrate that you can hold other colleagues to account for their responsibilities to the pupils in our care. - Knowledge and understanding of specialist strategies (including de-escalation techniques) used for working with pupils with challenging behaviours. - To be able to provide high quality written reports for the purpose of the QEB, parents and other stakeholders. - To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of learners.			