

Pastoral Year Leader

Full-Time (36 hours 40 minutes per week) Term time plus 3 weeks

PURPOSE OF POST

To be responsible for the co-ordination of pastoral care, guidance and support of students in a year group.

To ensure systems and processes are in place to monitor, track and improve the behavioural, social and emotional progress of individual students as well as their attendance and progress.

Reporting To

Deputy Headteacher

KEY TASKS

1. Develop a positive culture within the year group/s consistent with the academy vision through strong pastoral care and education.
2. Build positive and professional relationships with students, parents and carers, ensuring all are informed of: progress, uniform, equipment, behaviour, attendance, punctuality and welfare concerns.
3. Identify students who may need extra support, intervention or alternative programmes and liaise with the appropriate pastoral and SEN/D staff to facilitate this provision.
4. Support Form Tutors with the mentoring and monitoring of students in their Form Groups.
5. Support teaching staff who experience problems with particular students in the Year Group/s.
6. Monitor, track and act on information as appropriate for individual students in the following areas: progress, uniform, equipment, behaviour, attendance, punctuality, safeguarding and welfare.
7. Ensure that Whole School issues and Year Group specific issues are addressed successfully.
8. Administer first aid to students and assist with emergency procedures as required. Maintain first aid records and ensure compliance with first aid / health and safety processes.
9. Lead and support Year Group and Faith Assemblies for students.
10. Use data to support monitoring and tracking of progress, welfare information and attendance.
11. Production and presentation of regular progress reports to Academy stakeholders including SLT.
12. Attend, participate and contribute to Academy team meetings to improve standards in line with the Academy and departmental development / action plans.
13. Lead on Transition arrangements for new students into the Academy.
14. Undertake training sessions to establish common working practices, supporting the Deputy Headteacher in developing a consistent ethos.
15. Ensure that the appropriate ethos, checks and activities are in place during form periods / assemblies.
16. Carry out duties as part of a rota including detentions, lunch duty, Internal Exclusion Unit cover, etc.
17. Actively promote and support the distinctive Christian ethos and values of the Academy.
18. Encourage the development of extra-curricular activities within the Year Group/s.
19. Research best practice in relation to developing the role of Pastoral Year Leader in the academy.
20. Liaise with external agencies and stakeholders as required to ensure students are well supported.
21. Take responsibility for own continuing professional development.

STANDARD DUTIES

1. Understand the importance of inclusion, equality and diversity, when working with pupils and with colleagues, and to promote equal opportunities for all.
2. Uphold and promote the values and the ethos of the school.
3. Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection.

4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, for example challenging a stranger on the premises.
5. Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. Undertake any other additional duties commensurate with the grade of the post.
7. Work with colleagues sharing supervision and providing a safe environment for pupils.
8. Undertake appropriate training and share skills and expertise with others as required.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Please demonstrate how you meet these criteria. CVs will not be accepted.

PASTORAL YEAR LEADER	Essential / Desirable	How identified (A/I/T)
Qualifications		
High level of general education including GCSE Maths and English (A* - C) or equivalent	E	A
NVQ 3 in youth work, social work or equivalent	D	A
Qualification in education, youth work or counselling	D	A
Willingness to obtain a first aid certificate	E	A
Hold current valid Emergency First Aid at Work/First Aid at Work qualification	D	A
Experience		
Experience of working with children/young people to improve outcomes.	E	A/I
Work experience in secondary school/academy settings/ relevant education setting.	E	A/I
Knowledge, understanding, experience and a commitment to child protection and wider safeguarding remit.	E	A/I/T
Experience and success in working with external agencies to deliver outcomes.	E	A/I
Successful working as part of a team which plans its workload and has to respond to situations which arise and work creatively to develop solutions.	E	A/I
Evidence of impact upon outcomes in working with children /young people in pastoral settings.	D	A/I
Experience of developing and leading strategies to secure improvement.	D	A/I
Skills and abilities		
Ability to engage young people / children to improve outcomes	E	A/I/T
High expectations of self and students, and acting as a positive role model to students.	E	A/I/T
The ability to learn quickly, assimilate ideas, generate understanding, and be challenged.	E	A/ I
The ability to create and support coherent, manageable and systems.	E	A/I
High-level communication skills, both face to face and written, and with both adults and children (including pupils, parents, carers staff, external agencies etc).	E	A/I/T
Ability to work under pressure, self-motivate, plan, organise and prioritise effectively.	E	A/I/T

The ability to lead, manage, influence, and challenge others	E	A/I/T
Ability to analyse data to bring about real, impactful improvement	E	A/I
Ability to empathise and handle confidential issues and material sensitively and appropriately	E	A/I/T
Counselling skills/abilities	D	A/I
Professional Qualities		
Passion for the best possible provision and continuous improvement of attendance, behaviour and learning	E	A/I/T
Emotional intelligence and self-awareness	E	A/I/T
Presence and credibility	E	A/I/T
Excellent interpersonal skills	E	A/I/T
Personal		
Personal resilience, persistence and perseverance with pupils, staff, parents, governors.	E	A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude.	E	A/I
Flexibility within working hours and ability to cope with a wide range of tasks in a busy and changing environment	E	A/I
Support the school's Christian ethos	E	A/I
The ability and willingness to lead Christian assemblies with integrity. All staff are fully supported in leading worship by the school's Chaplain.	E	A/I/T

A = Application I = Interview T = Task

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview