**Job Description**

**Post Title:** **Post 16 Pastoral Leader (Maternity cover)**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC15 – NJC19**

**Hours of work: 37 hours per week, 42 weeks per year (Term Time plus 3 weeks)**

**Monday – Thursday 8.30 – 16.30 (exclusive of 30 minute lunch break) and Friday 8.30 – 16.00 (exclusive of 30 minute lunch break)**

**Reporting to: Principal via Head of Sixth Form**

**Purpose of Role**

* To be responsible for the safeguarding, welfare and behaviour of students, promoting positive student attitudes and behaviour in and around school and mutual respect for members of the school community.
* To provide support and intervention to promote student attainment, achievement, attendance and well-being.
* To work as part of a team to promote and support whole school policies including raising attainment, behaviour, rewards, attendance and punctuality.
* To promote positive relations and ensure excellent communication across the school community and with external agencies.
* To participate in efficient, effective and proactive organisational and administrative support for Post 16
* In addition to the hours the Pastoral Leader is required to work (available for work within schools as above) a Pastoral Leader - may be asked to carry out some tasks during the school holiday times. The line manager will monitor this to ensure that the amount of work undertaken is reasonable and appropriate.
* To be part of the cover/buddy rota for First Aid provision (Training will be provided) in the absence of the Primary First Aider.
* The post holder will be expected to make up 37 hours per week for 3 weeks by completing professional duties outside of the school day including attending meetings as below:
* All whole school staff meetings/inset days
* Faculty Team Meetings
* Year Team Meetings
* CPD and additional training as required
* Post 16 Parent Evenings
* Post 16 Open Evenings

**Staff are expected to attend school on the days of the August download and release to students examination results for A Level and GCSE and will need to be in school for GCSE results week.**

**Main Duties and Responsibilities**

**Part one: Year Group Management**

**House Ethos and Direction**

* To support interventions such as “catch-up” and targeted interventions to raise standards and outcomes.
* To monitor attendance and punctuality and take positive steps to improve attendance for Post 16.
* To work proactively with students giving cause for concern, including setting appropriate personal development targets, monitoring their non-academic progress, and celebrating their achievements
* To monitor Dress code, and homework recorded across Post 16.
* To maintain an overview of students on report for Post 16.
* To support and monitor the school Rewards Policy.
* To deliver/support Year assemblies.
* To carry out student interviews and questionnaires, under the guidance of the SLT, as part of the Whole School Self Evaluation process.

**Support and Intervention**

* To be available to meet with students, parents/carers or staff from 8:30am to 4:30pm Monday to Thursday and 8:30am to 4:00pm on a Friday
* To devise and implement ways of ensuring that the year group operates cohesively.
* To provide supervision and manage expectations within the study centre.
* To provide on call cover, as part of a team, during lesson time and registration.
* Deal with day-to-day issues as they arise in the absence of Head of Sixth Form.
* To support the tracking of students attainment and achievement and offer intervention support to maximise student outcomes.
* To meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
* To be available to support form tutors within the identified year group. Distribute and prepare relevant resources for the tutor programme relating to; careers/ support/guidance
* To support the wider development and enrichment of all students through the design and co-ordination of the enrichment programme, which encompasses work experience and career-based opportunities and events throughout the school.
* To support and monitor procedures for/with students on report in line with school policy.
* To act as a key worker to identified students and to maintain and monitor an up to date key worker list.
* To provide 1:1 support for students when necessary to meet the complex pastoral and social needs of our Sixth Form cohort
* To carry out, analyse and review informational trawls for identified students.
* To refer students for additional support in consultation with the Head of Post 16.
* To make organisational arrangements for the admission and induction of new students.
* To support the work of the Head of Sixth Form as required
* To work with key students to improve parental and student engagement and student attendance.

**Communication**

* To ensure good communication with parents/careers, members of school staff and outside agencies.
* To prepare for and attend multi agency meetings as appropriate.
* To attend Parents Evenings, Review Days and special events as relevant to the year group.

**Administration**

* To organise the administration of pastoral procedures for an identified year group.
* To assist in ensuring student files, Class Charts and SIMS records remain up to date for Post 16 students
* To ensure Safeguarding records for Post 16 students are maintained and up to date
* To organise work for absent students where appropriate.
* To support the organisation of Post 16 student/parent events including Consultation Days and Parents’ Evening.
* To promote, support and plan Educational Trips and Visits.
* To support the organisation and distribution of progress data and student reports.
* To be involved in the UCAS Process.
* To prepare reports for Disciplinary Meetings as appropriate.
* To working together with Pastoral Leaders to organise and support key events with a particular year group as appropriate, including transition, Option Choices, Drop Down Days, Work Experience and Review Days.
* To support the recruitment and enrolment process for Post 16.

**Inclusion and redirection education**

* To keep abreast of local and national education, training and employment issues.
* To develop links with Faculty Areas.

**Part Two: Personal and Professional Conduct**

**A Pastoral Leader is** **expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.**

* Pastoral Leaders uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
* Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Pastoral Leader’s professional position.
* Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* Showing tolerance of and respect for the rights of others.
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* Pastoral Leaders must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

**Part Three: Pastoral Guidance**

**It is the duty of Pastoral Leaders to promote the general progress and well-being of individual students and of any group of students assigned to him/her.**

* To provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
* To make records and reports on the personal and social needs of students.
* To communicate and consult with the parents of students.
* To communicate and co-operate with persons or bodies outside the school.
* To participate in meetings arranged for any of the purposes described above.
* To lead and attend assemblies, to register the attendance of students and to supervise students.

**General**

* Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
* All non-teaching staff will work on INSET Days.
* Holiday leave will be in line with the policy for non-teaching staff i.e. for this role Annual Leave cannot be taken during term time.
* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Adhere to all internal and external deadlines.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in arrangements agreed at Derby Moor Spencer Academy for the appraisal of his/her performance and the development identified.
* To support students in school and public examinations and tests as required
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* All job descriptions are subject to change as the needs of the academy changes.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date: