



## **North Bromsgrove High School**

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**Job Title:** Senior Pastoral Lead

**Accountable to:** Associate Assistant Headteacher / Deputy Headteacher

**Main purpose of the role:**

To lead the pastoral team in the development of all students in a year group 9 to 11 during their time at North Bromsgrove High School.

**Strategic oversight of Pastoral Support:**

- To line manage Pastoral Head of Year Leads for Years 9 – 11.
- To support transition to lessons, reducing internal truancies.
- To support with roll call, ensuring that the uniform, standards, equipment and expectations of year team are upheld and addressed as expected in line with school policy.
- To be the strategic lead of Disadvantaged (DA) students, providing clear tracking of behaviour, attendance and attainment needs and to ensure appropriate support is in place and having an impact.
- Ensuring the regular contact and communication is held with parents/carers of disadvantaged students who have been absent for 2 days per week.
- To have the critical oversight of Looked After Children.
- To be a Deputy Designated Safeguarding Lead (DDSL).
- To liaise with Heads of Department and/or Heads of Faculty regarding matters pertaining to behaviour, attitudes and achievements for disadvantaged students.
- To oversee transition of KS2 to KS3 and KS4 to KS5, working alongside feeder schools, Sixth Form with additional Post 16 destinations.
- To Lead on pastoral support plans and complete Level 2 referrals for students as they are required. These might be internal referrals or referrals for external agencies.
- To ensure that there are appropriate interventions in place for disadvantaged students linked to improving results/attendance, etc – such as (but not limited to) SEMH Support, RISE Programme, Reading Intervention and external provision.
- To take the lead on review meetings for students at Alternative Provisions and Off Site Directions.

- To be aware of and comply with policies and procedures in relation to child protection and all aspects of safeguarding children
- Attend case conferences as directed by the Designated Safeguarding Lead where appropriate.
- Supporting DA students who are absent for longer than usual periods of time due to e.g. illness, bereavement etc.
- Be responsible for internal student records e.g. behaviour log, my concern and Arbor where appropriate as well as paper student files etc.
- To attend relevant courses where appropriate.
- To support DA students with problems including support in the classroom where possible.
- Liaise with Student Welfare Officers and to support the attendance, attainment and behaviour of DA students.
- To have a strategic oversight of the running of detentions and refocus, creating good routines and reducing repeat offenders.

### **Communication & Liaison**

- Support Pastoral Head of Year Leads with parents/carers communication and dealing with issues when appropriate and referring to other staff for action.
- Support Pastoral Head of Year Leads with producing appropriate records of incidents dealt with – e.g. bullying, racial, sexist, homophobic files.
- Support Pastoral Head of Year Leads with arranging for work to be set and collated for exclusion and other student absence.
- Create data on DA Students progress reports from staff.
- To effectively communicate with parents/carers/visitors relating to student support.
- Arranging for appropriate times for meetings with staff between parents, students and external agencies as needed
- To liaise with the school's Attendance Officer to identify specific areas of concern or where progression is needed with regard to absence/lates.

### **Professional Standards and Development:**

- To respect the confidential nature of information in relation to the school and students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety

- To adhere to the ethos of the school:
- to promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings.
- To participate in INSET on pastoral developments and help incorporate such developments into Pastoral Systems and Management.
- Be a role model to students through personal presentation and professional conduct
- Cover for absent colleagues as is reasonable, fair and equitable
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety and Attendance
- Establish effective working relationships with professional colleagues and associate staff.
- To assist with the organisation of house competitions, celebration assemblies and rewards trips/events with the Progress Leader.

### Person Specification

Training Qualifications and Experience	
Essential	Desirable
GCSE or equivalent in English and Maths	Evidence of continual professional development
Experience of supporting with student progress and monitoring the impact of interventions	Experience of successfully developing aspects of pastoral matters
Experience of raising standards of students	Knowledge of school tracking and data systems
Evidence of a sound knowledge of effective pastoral strategies	
Professional Knowledge and Understanding	
Essential	Desirable
Evidence of a sound knowledge of effective pastoral strategies.	Experience of using Information Technology to keep and maintain accurate records
Direct work with children or young people or families	Experience of improvement planning for student progress and monitoring the impact of interventions
Experience of working as part of a team and independently as required	Some experience of the ability to motivate and support a staff team
Abilities and Skills	
Essential	Desirable

<p>Ability to liaise confidently with all stakeholders</p> <p>Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families</p> <p>Understanding barriers of learning and a commitment to enabling young people to access education</p> <p>Ability to use data effectively to monitor reports on progress</p> <p>Ability to work within and apply all school policies eg behaviour management, safeguarding, health and safety, equal opportunities</p>	<p>Willingness to work flexibly if required</p> <p>Clear communicator</p> <p>Evidence of using own initiative to identify and plan appropriate interventions</p> <p>Ability to implement early help strategies to prevent the need for escalation</p> <p>Ability to monitor the students' response to intervention and where appropriate, modify or adapt the activities to achieve the intended outcomes</p>
Personal Qualities	
Essential	Desirable
<p>A commitment to improving student outcomes</p> <p>Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge</p> <p>Self- motivated and seizes the initiative</p> <p>Clear vision and moral purpose</p> <p>A commitment to own professional development and that of the whole staff</p> <p>A positive and resilient individual with drive, integrity, and a cheerful disposition</p> <p>Ambitious and diligent professional who can motivate and inspire others</p> <p>Approachable, able to listen and reflect on the needs of the stakeholders</p> <p>Ability to actively 'live out' our school CARE values and ethos</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>The post holder will require an enhanced DBS</p>	<p>Desire for further career progression</p> <p>Business Insurance on Car for conducting home visits</p>