



North Bromsgrove High School
nbhs-recruitment@northbromsgrove.worcs.sch.uk

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 |

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| <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 | |
| <p>Essential</p> <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>Desirable</p> <p>Desire for further career progression</p> <p>Business Insurance on Car for conducting home visits</p> |