

Job Description

Senior Pastoral Leader (Non-Teaching)



Grade: Grade 7 (SCP 18-21 £29,305-£31,836 pro rata)

Working weeks per year: 41 weeks (Term time plus INSET plus 2 weeks)

Annual Leave: During school holidays

Responsible to: Director of Pastoral Care / Deputy Headteacher

General Scope of the post

Responsible for assisting in the day to day aspects of the pastoral system across the Academy. The post holder will support across Key Stage 3 & 4.

Key Tasks and Statement of Duties

- To liaise on a daily basis with the Deputy Headteacher, Director of Pastoral Care, House Teams and attendance/safeguarding team regarding student welfare.
- To support students in relation to welfare and discipline issues which impinge on learning and signpost to further support as appropriate (internal/external).
- To liaise, meet and communicate with parents/carers and external agencies (Police, Local Authority, case conferences etc.) e.g. meetings, telephone calls.
- To gather information relating to behaviour incidents and coordination of appropriate sanctions keeping parents informed, ensuring all relevant information relating to incidents of behaviour and coordination of sanctions is recorded on tracking systems.
- To extract data from the MIS system and compile reports as required for Director of Pastoral Care, HOH and SLT.
- Responsibility for the administration and operation of the behaviour hub including sanctions and communication home when required.
- To be responsible for organising detentions/sanctions including notification to parents where required.
- To manage the Academy mental health hub, line manage the Academy Counsellor.
- To encourage positive attitudes around the Academy, particularly in relation to behaviour, learning, appearance and uniform.
- To supervise students isolated from lessons and ensure they have sufficient work.
- Supervision of students at the beginning of the Academy day, break 1 or break 1 as per rota.
- To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.

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1. MANAGEMENT/SUPERVISION

Supervision for 5 Pastoral Leaders & Academy Counsellor

2. CREATIVITY AND INNOVATION

Post holder must understand and utilise a range of strategies to deal with individual behavioural needs. Creativity and innovation is a feature of the job exercised within a general framework of recognised procedures according to policy. Innovation may be used for example in identifying more effective ways in providing management information.

3. CONTACT AND RELATIONSHIPS

A range of contacts which are variable in nature and not always straightforward. Daily contact with Deputy Headteacher, Director of Pastoral Care, HOH, DHOH, parents, students, Senior Team and other employees of the Academy.

Regular contact with Head Teacher, Deputy Headteacher and outside agencies i.e. Police, Education Welfare Officer, LA, parents and families of students.

4. DECISIONS

Discretion

The post holder must act in accordance with Academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. Decisions will be made and judgement exercised within these guidelines from a range of established alternatives in consultation with HOH and SLT.

Consequences

Impact would be quickly and easily identified and rectified however some actions could have a longer term and more significant impact on the Academy internally and externally.

5. RESOURCES

Office equipment e.g. computer.

Accurate handling and security of small items of value and cash i.e. confiscated items, photograph money etc.

6. WORK ENVIRONMENT

Work Demands

Tasks may be interchanged and interrupted but not involving any significant change to the overall programme.

Physical Demands

Academy based, physical effort required such as walking around the Academy collecting and delivering students to rooms as required.

7. KNOWLEDGE AND SKILLS

- GCSE or equivalent in 3-5 subjects.

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- Excellent communication and interpersonal skills.
- Previous experience of similar duties would be an advantage.
- ICT skills required.
- Previous experience of using MIS systems

8. GENERAL

Equal Opportunities

The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

Health and Safety

The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.