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**Job Description - Academic & Pastoral Pupil Lead (APPL)**

**Post: Academic & Pastoral Pupil Lead**

 **TLR £5,904 p.a. (pro rata)**

Job Profile

With respect to your year group, lead on strategies that support the school’s vision to be a centre of academic excellence, a culture of inclusivity and an ethos of welcome and support with zero tolerance for bullying and discrimination.

To lead and manage the achievement, progress and pastoral provision for a year group of pupils. To implement actions and strategies which monitor pupil attendance, achievement and behaviour of pupils within your appointed year group to ensure that successes are recognised and any underachievement is quickly addressed. Take a lead in the co-ordination of intervention for pupils within your designated year group whose attendance, achievement or behaviour is a concern. To co-ordinate the delivery of the pastoral curriculum and to liaise with other Academic & Pastoral Pupil leads where necessary. To work in conjunction with school staff, outside agencies and with parents and carers to ensure pupils achieve to the very best of their ability.

*(This job description may be amended at any time, following consultation between the post holder and the Head Teacher and will be reviewed annually).*

**Specific Post Holder responsibilities:**

**Overall Effectiveness**

* Lead on the vision, ethos and values of the year group in line with whole school thinking
* Lead assemblies and other academic and pastoral events.
* Provide strategic direction, set challenging targets and appraise the performance of team members against the wider professional duties within the teaching standards.
* Model best practice through adherence to the whole school code of conduct
* Engage positively with parents.
* Attend and anticipate as required in meetings with professional colleagues in respect of the duties and responsibilities of the post, , including weekly briefings and attendance at inclusion meetings.
* To contribute to the annual and ongoing PMR of the appropriate mentor team, setting high expectations and a clear climate for learning.
* Oversee the induction of new members of pastoral staff within the year group.
* Support, advise, guide and motivate the team. Coach and mentor members of the team as appropriate.

**Teaching, Learning, Assessment and Outcomes**

* To support whole school accountability for ensuring the good progress of children in the year group and their standards of academic and personal achievement
* Model high standards of teaching and learning as a teacher and middle leader in the classroom
* Ensure all appropriate school policies and practices are adhered to by mentor team.
* Analyse and evaluate the attainment and progress of pupils in the year group. Use data to intervene quickly and effectively, working closely with subject and pastoral colleagues to enhance or support pupils’ opportunities to make outstanding progress.
* To support the SEND department in ensuring that pupils with IEPs and EHCPs are making progress.

**Personal Development, Behaviour and Welfare**

* Support and work alongside SLT in implementing strategies that support behaviour for learning
* Liaise and co-operate with inclusion staff and outside agencies on the academic, pastoral, social, vocational and behavioural needs of pupils within the year group.
* As is the responsibility of all staff uphold all dress standards in relation to school uniform and model this to the pupils.
* Support the engagement of pupils within the decision making processes of the school, through organised pupil forums and school council/pupil leadership.
* Support and co-ordinate and oversee the organisation of charity, performance, sporting, social and other enrichment activities for the year group.
* Conduct risk assessments and liaise on health and safety matters when needed.

**Student Progress**

* Organise/make sure Liaison with HODs takes place to make sure interventions in place for students with slow progress in specific subjects. Particularly the core subjects at KS3.
* To organise with APPLs Celebration (at whole school/Year group levels/assemblies) of students achievement on a half termly basis – big improvers, consistent performers
* To help plan Year group learning walks/year group reviews on progress/attitude to learning/curriculum (including tutor time)
* Chair APPL meetings Q/A calendar

**Signed:**

**Academic & Pastoral Lead: \_\_\_\_\_\_\_ Date:**

**Head Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Job Description September 2024