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**TEACHER with responsibility for Pastoral Care**

**JOB DESCRIPTION**

**The post-holder is responsible for promoting and safeguarding the welfare of children and**

**young people s/he is responsible for or comes into contact with.**

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| **Reporting to:** | **Headteacher** |
| **MAIN AIMS OF THE POST** | |
| * To ensure that at all times support is given to the implementation of the school’s statement of Aims and Values. * Ensuring, with the Headteacher and other Senior Managers, that an example is given to staff, children, parents and governors as to how the statement of Aims and Values can be put into practice in all aspects of school life. * To provide an example of excellence as a teacher. * To follow School and LA policies and procedures and to be vigilant to all safeguarding and health and safety expectations. | |
| **RESPONSIBILITY FOR ACHIEVEMENT** | |
| * Monitor and evaluate achievement and attainment of pupils with pastoral needs through the school. * Liaise with relevant staff to ensure continuity and progression for pupils with pastoral needs. * Set appropriate expectations for staff and pupils in relation to standards of pupils’ achievement, establishing clear targets for improving and sustaining pupils’ achievements. * Work closely with Year/Department Leaders to support the monitoring and evaluation of pupils with pastoral needs. * Monitor progress of pupils with pastoral needs and ensure appropriate action plans are in place where issues are identified. * To ensure that accurate pupil records are maintained. | |

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| **RESPONSIBILITY FOR TEACHING AND LEARNING** |
| * To develop with the support of the Headteacher and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through demonstrating effective practice, the analysis and assessment of pupils’ needs, the monitoring of the quality of teaching and standards of pupils’ achievement, and by setting targets for improvement. Key tasks would include:- * Demonstrating excellent classroom teaching in order to establish credibility and act as a role model for teaching and support staff. * Demonstrating a clearly articulated view of primary education with others which puts the child at the heart of the experience. * Identifying and adopting the most effective teaching approaches for pupils with pastoral needs. * Liaising with other schools to ensure continuity of support and learning when transferring pupils with pastoral needs. * Undertaking day to day co-ordination for pupils with pastoral needs provisions through close liaison with staff, parents and external agencies. * Contribute to the audit of staff development and training needs and the provision of effective INSET, with a focus on pastoral needs. |
| **RESPONSIBILITY FOR BEHAVIOUR AND SAFETY** |
| * Support class teachers in the management of pupil discipline. * Together with members of SLT, be responsible for all aspects of safeguarding of pupils. * Oversee any interventions that support the management of behaviour and discipline. |
| **RESPONSIBILITY FOR PROFESSIONAL DEVELOPMENT** |
| * To actively take part in professional development, sharing expertise and experiences as required. * To actively extend own professional learning via collaborative study, attendance at INSET and reading to keep abreast of new developments. * To follow guidance and support from members of the leadership team in relation to utilising opportunities for further career development. |
| **Working with parents/carers/families/community** |
| * To develop, organise and/or participate in a variety of pupil support initiatives and events, eg anti-bullying campaign, promotion of good behaviour etc. * To work with families to strive to achieve active family involvement in pupils’ progress in school. * To work with parents/carers/family to improve attendance. |
| **INCLUSION** |
| * To provide leadership and support to relevant staff on pupil support/inclusion matters, including learning mentoring, behavioural and pastoral support. * To take responsibility for developing and implementing policy, practice and procedures in relation to pupil support, behaviour, nurture and to monitor, evaluate and review the effectiveness of this plan. * To liaise with external support services to support pupils and their families. * To advise and work closely with the Headteacher, Senior Leadership Team and other relevant staff on all matters relating to inclusion, mentoring, behaviour management and pastoral support. * To participate in identifying students in need of support, creating appropriate learning/ behaviour support plans. * To promote the successful integration of pupils with special educational needs. |