

Job description: Pastoral Leader

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Part-time, term time only, 35 hours per week
Pay Range	Grade 8 SCP 18-23
Reporting to	Head of Year

Job purpose

To work in close liaison with Heads of Years to ensure that the year group functions the best that it can. Undertake such tasks as delegated by Heads of Year to support with the professional leadership and management of a year group and monitor social, personal and academic progress of students. To promote an ethos amongst the pupils of respect for themselves, other people and their environment.

To supervise classes during the short-term absence of the assigned teacher, providing consistency for students in terms of expectations and behaviour.

KEY RESPONSIBILITIES: Improved attendance, punctuality, presentation, safeguarding and behavior of students in your year group.

Main duties and responsibilities

- To fully support the Head of Year and in all matters regarding behaviour, attendance, presentation, safeguarding and punctuality including collating paperwork for exclusions and proactively engaging with outside agencies
- To improve attendance and punctuality in the year group.
- To oversee collating all information to do with house points, commendations and other rewards including trophy collection for your year group.
- Work closely with Head of Year to ensure streamlined and timely communication to enable Heads of Year to function effectively
- Support tutors as directed by Head of Year
- Undertake any duties as requested by Head of Year to enable them to have smooth running of the year group.
- Liaison with home to engage students in a strong sense of belonging to the School.
- Improved attendance and punctuality of students in the year through liaison with Attendance Officer, home, outside agencies (community groups and police), home visits and by finding creative solutions to barriers for students
- Collate paperwork for all outside agency intervention and ensure we get maximum timely service from these agencies

- Attend and minute meetings with external agencies
- Work closely with other Year Team Support Managers ensuring excellent communication
- Pastoral care for vulnerable and Children we Care For (CWCF) students
- Suggest and implement sustainable strategies which improve the House system
- Be proactive in solving problems and seeking sustainable solutions
- Provide the administration for Heads of Year
- Undertake any activity linked to student behaviour, punctuality, safeguarding and attendance as directed by Heads of Year, DSL or the Senior Leadership Team.

Supervise a maximum of 10 lessons per week

- Supervise work that has been set by a teacher
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from pupils about process and procedures
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect completed work after the lesson and pass to the appropriate teacher

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SUPPORT FOR THE ACADEMY:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Take the initiative as appropriate to develop strategies which improve standards
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Liaise with colleagues to share best practice and achieve consistency in academy standards
- Generate and use comparative data about standards to raise standards further
- Promote good attendance and punctuality
- To undertake such duties as may be required from time to time



These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.