**Millfield Primary School**

Job Description

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| **Name:** |  |
| **Job Title:** | Lead for Pupil Development |
| **Salary range or job grade:** | SCP 12-17 Term time +1 |
| **Responsible to:** | SLT |
| **Responsible for:** | Pupils achieving their potential by providing support to overcome barriers to learning both inside and outside school. |
| **Effective Date:** |  |

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| Role and Context | |
| Job Purpose: | To play a leading role in the pastoral support (behaviour, attendance and wellbeing). To be responsible for safeguarding in Millfield Primary School as a designated safeguarding lead. |
| **Dimensions** | Approximately 280 primary school students. The role includes close working with the SLT, teachers and TA/HLTAs |
| **Relationships:** | Works closely with:   * SLT * Admin * External Agencies * All teaching and non-teaching staff, pupils, parents, LGB and Trust Board |

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| **Principal Accountabilities** | |
| The purpose of this post is to continue to raise standards within the school. | |
| **1.** | Lead the inclusion area and deputise in the nurture space |
| **2.** | To manage and ensure high quality pastoral support for students |
| **3.** | Take an active role in tracking, evaluating and improving pupil attendance and support the school to secure attendance targets, such as working with external agencies. |
| **4.** | As a safeguarding lead report and help to resolve any issues relating to Child Protection as quickly as possible and within the appropriate time scales. |
| **5.** | Working with Senior Leaders, use of data to inform behavioural and attendance issues and implement improvement strategies, including improvements in pupils’ commitment to learning |
| **6.** | To lead a process of mentoring for pupils requiring particular support to ensure they make good progress |
| **7.** | To oversee for the smooth transition of pupils from through the school |
| **8.** | To lead and manage the systems around Looked After Children, including working with external agencies in order to minimise any barriers to learning |
| **9.** | To provide information to the Headteacher, SLT, LGB and Trust regarding all aspects related to pastoral issues. This includes suspensions |
| **10.** | To communicate with families in a timely manner to gain support for student outcomes that leads to a demonstrable improvement. |
| **11.** | To carry out any other reasonable requests as directed by the Headteacher. |
| **Key Performance Indicators**   * School Attendance data * School behaviour data * Safeguarding outcomes * Parental and student feedback * Attainment and progress of pupils | |

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| Key Competencies |
| **Self Management**  Manages personal priorities, pressures and workload in an efficient and effective way |
| **Self Development**  Seeks feedback on their performance and takes appropriate actions to improve |
| **Communications**  Listens to and communicates clearly with individuals and groups to help mutual understanding |
| **Equality and Diversity**  Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination |
| **Self Awareness**  Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly |
| **Analysis and Judgement**  Identifies and solves problems ensuring connections are made with related issues and involves others in the process |
| **Flexible and Adaptable**  Develops and maintains constructive relationship which contribute to teamwork and achieving objectives |
| **Customer Focus**  Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents. |
| **Proactive Approach**  Champions new initiatives in support of strategic objectives and encourages change. |

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| **General Information:**   * The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. * All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. * Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. | |
| **Review:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder’s professional responsibilities and duties.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |
| **Signature:** | **Date:** |