

Job Description

Job Title	Pastoral Lead with Cover Support
Grade	F
Responsible To	Pastoral Manager
Staff Manage	None
Job Purpose	To work alongside the Heads of Years and other members of the Pastoral Support Team to provide effective pastoral care and guidance to ensure pastoral concerns are effectively resolved through close contact with home, students, and staff and to provide cover for absent teaching staff as necessary.
Accountabilities / Main Responsibilities	
Key Responsibilities	<ul style="list-style-type: none"> To work as part of a shared Pastoral Support Team to ensure friendship issues and similar pastoral issues identified by Heads of Year are effectively resolved quickly to the satisfaction of all. To be the first point of contact for all parental enquiries referring matters directly to Heads of Year. Work with Heads of Year and other Pastoral Support team members in the monitoring and tracking of students whose behaviour log warrants intervention. To work with children and parents to ensure uniform is rigorously implemented. To act as a role model to pupils and staff. To provide technical and administrative support for the academic and pastoral systems of the College. To cover lessons for absent teaching staff as necessary, and to supervise pupils sitting examinations and/or in Learning Support/isolation/Thrive as required. To follow the College Behaviour Policy. To record, report and monitor safeguarding issues through CPOM's, and to liaise with the Pastoral Manager and Director as required. Contributing to the maintenance and extension of active and constructive links with parents/carers and members of the wider community. Promoting and supporting extra-curricular provision and the broader life of the school and the community.
Partnership or Corporate Working	<ul style="list-style-type: none"> Work with external agencies to support students and their families seek the help that they require
Skills Development	<ul style="list-style-type: none"> Practice Continuous Professional Development To attend Faculty and Team meetings as and when requested.
Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<ul style="list-style-type: none"> Record information on pupils behaviour on the appropriate system Records information on pupils truancy from school Records information of exclusions
Planning and Organising	<ul style="list-style-type: none"> Contribute to the development of behaviour and attendance policies and procedures for the school
Data Protection	<ul style="list-style-type: none"> To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.

<p>Equalities</p>	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
<p>Flexibility</p>	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
<p>Customer Service</p>	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Pastoral Lead with Cover Support	
Grade	F	
Responsible To	Pastoral Manager	
Staff Manage	None	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Qualifications		
<ul style="list-style-type: none"> Minimum level 2 literacy and numeracy qualification or equivalent 		<ul style="list-style-type: none"> First Aid qualification
Experience		
<ul style="list-style-type: none"> Experience of working with children in a supportive capacity An awareness of children's development and learning and differing needs Ability to relate to and build effective relationships with pupils, parents and other members of the school community 		<ul style="list-style-type: none"> Experience of working with pupils of relevant age in a learning environment Experience of managing pupil behaviour and working with children who display challenging behaviour and have complex and challenging emotional needs Experience of invigilating internal and external exams under supervision
Knowledge and skills		
<ul style="list-style-type: none"> Knowledge of how to safeguard young people and to be able to deal with any disclosures or concerns in relation to wellbeing Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes Strong interpersonal skills and ability to work as part of a team Good organisational and time management skills, with the ability to prioritise tasks and manage multiple responsibilities effectively. 		<ul style="list-style-type: none"> Knowledge of the factors that impact upon children's emotional needs and mental health Knowledge of effective behaviour management techniques
Personal Attributes		
<ul style="list-style-type: none"> Able to work constructively, and as part of a team Able to make decisions using own judgement and in a timely manner Excellent verbal and written communication skills, with the ability to engage effectively with pupils, teachers, and parents Patience and empathy - Ability to interact with pupils of diverse backgrounds and varying abilities, demonstrating patience, empathy, and understanding. 		
Other		
<ul style="list-style-type: none"> Proficiency in using basic computer applications, including word processing, email and internet search Energy, enthusiasm, sense of humour Enthusiasm and commitment to the aims and objectives of the school community Evidence of commitment to personal CPD. 		