

**Job Description**

**Job title:** Pastoral Leader (Support staff)

**Salary:** Grade 4SCP 11-14

**Contract hours/weeks:** 37 hours per week/52 weeks per year

**Responsible to:** Vice Principal Inclusion and the Senior Pastoral Leader for relevant key stage

**Vision and purpose**

To assist in the development of a highly inclusive learning community within the Academy leading to outstanding learning experiences and outstanding achievement and attainment for all students.

To ensure that all students feel safe and free from all aspects of bullying

To provide effective support to Head of Year, Assistant Head of Year and team of Form Tutors

To provide a positive professional role model to staff, students and their families in relation to inclusion and restorative practices

**Success measures**

TO BE AGREED WITH POSTHOLDER AND UPDATED ANNUALLY

**Operational responsibilities**

As Pastoral Leader this role is to support the pastoral team in meeting the responsibilities of that post, as detailed below. Precise delegation of responsibilities will be agreed annually.

1. Supporting the process of identification of students who are at risk of underachieving and devise effective strategies to ensure that the required progress is made
2. Being an integral part of the attendance team to ensure that attendance meets or exceeds academy targets
3. To develop strong partnership links with parents and families
4. To support colleagues and students in ensuring that standards of behaviour are such that all students are able to make progress
5. Contribute to the development and evaluation of inclusion policy across the academy including behaviour for learning
6. Contribute to the PSHE and progress monitoring programmes to support students’ progress at KS3 and KS4
7. Support the development of systems to maximise attendance and punctuality of all students at the academy and evaluate their effectiveness
8. Assume the role of lead professional in safeguarding of children and young people when designated by a Designated Senior Person (DSP)
9. To ensure that all students feel safe and are free from all aspects of bullying.
10. To support in creating a culture of praise and reward, where students and staff feel valued
11. Support the organisation of parents consultation meetings with the pastoral team
12. Work to a high standard in implementing agreed policies, priorities and expectations, modelling good practice for other colleagues
13. Promote a culture of teamwork, in which the views of all members of the academy community are valued and taken into account
14. Provide support for staff in developing their behaviour for learning skills
15. Provide a positive role model to both staff and students in respect of inclusion based and restorative practices
16. Contribute to regular reviews of the organisation of the academy to ensure it meets statutory requirements
17. Develop action plans in specified areas of responsibility, in order to bring about improvements
18. Support the governing body in meeting its responsibility to account for the performance of the school including specific support to one of the governors committees
19. Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary
20. Any other duties as deemed reasonable by the Principal in order to meet the strategic and operational needs of the Academy

**Safeguarding**

**Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.**

**Signature:**

**Print Name: Date:**