



Job Description: Pastoral Leader

Reporting to:	SLT link
Location:	Hamstead Hall Academy
Contract:	1 year
Working Pattern:	Full time
Salary:	£2000 Honorarium

CORE PURPOSE:

- To oversee, monitor and implement the academy behaviour policy and procedures within the year group.
- Communicate and ensure the highest expectations of behaviour and consistency in the academy every day.
- To develop student character and habits that support them to make the right choices and understand the consequences of their actions.
- To create educational opportunities that expand students' life choices and promotes social equity and mobility.

JOB PURPOSE:

- To develop and maintain a positive ethos within the year group, that encourages students to have high expectations of themselves and others, promoting effective learning.
- To deliver the highest standards of pastoral care whilst promoting academic success, for all students in the year group, enabling individuals to flourish.
- To ensure that the learner values of Pride, Progress, Persistence, Patience and Preparation are over communicated to and embodied by the year group.
- To be accountable for the pastoral provision, care and well-being for students in the year group.
- To work collaboratively with the Year Progress Leader to track progress and achievements of students through the year group.
- To ensure that strategies are in place to address any misbehavior and reduce repeat offenders.
- To work closely with the Behaviour and Inclusion team to ensure students are the best version of themselves and ensure a positive climate for learning based on mutual respect.
- To establish and communicate the highest expectations of attendance and punctuality for the year group on a daily basis. Responding promptly to any issues to ensure the Academy target of 97% is met / exceeded.
- To support staff and students with restorative work to maximise a positive learning experience.
- To lead, manage and motivate a year team of tutors.
- To be an exceptional role model to young people.
- To establish positive relationships and links between home and school supporting children and their families.
- Remove barriers to learning for all students but particularly the most vulnerable without further disadvantage.



ACCOUNTABILITY, MAIN CORE DUTIES AND RESPONSIBILITIES:

Leadership and Management

- To lead a team of form tutors ensuring their roles are clearly defined.
- To be a visible and pro-active part of the pastoral system throughout the Academy day.
- To ensure effective induction of new tutors / new students in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective relations.
- To organise effective year team meetings with relevant agendas linked to the Academy Key Priorities.
- Share the Trust and Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of government guidelines and statutory safeguarding policies as appropriate within the Academy.

Personal Development

- To lead on all matters concerning the social, emotional and mental health wellbeing of all students in the
- year group.
- To contribute to the safety, personal development and well-being of all students.
- To support our most vulnerable young people to ensure they are able to achieve and progress.
- To promote positive relationships, respect for equality and diversity and community cohesion.
- To plan the tutorial programme for the year group including supporting tutors with resources and monitoring the delivery.
- To lead weekly assemblies.
- To liaise with external agencies to set up interventions to support individuals and groups of students, as and when required.
- To support SENDCo with pastoral support / EHCP plans.
- To liaise with the First Aid School Nurse of all medical care plans / dietary needs of students.

Behaviour and Attitudes

- Responsible for initiating and implementing trigger level behaviour protocols in line with the Academy behavior policy and flow chart.
- To develop, implement and review pastoral support plans for students identified as at risk of exclusion.
- To develop restorative justice procedures to resolve conflict, to encourage students to reflect on their mistakes and develop positive relationships.
- To maintain high standards of student uniform.
- To work with the Pastoral Administrator to ensure accurate information is recorded and sent to parents/carers with regard to internal isolation, off-site direction and suspensions, in line with statutory guidance.
- To assist the Attendance Officer / EWO in ensuring excellent standards of attendance and strategies to reduce severe absence and persistent absence, including accompanying staff on conducting home visits as required.
- To be responsible for supervising detentions.
- To be responsible, at the request of the Senior Leadership Team, for the drawing up of formal reports for case conferences, behaviour panels, exclusion panels and other similar events.
- To be responsible for assisting in the development of the academy positive reward systems and to contribute positively to the behaviour working group.



- To be the first port of call for parents/carers keeping them fully aware of any concerns regarding the behaviour of their child.
- To produce reports as required on behaviour.
- To support the behaviour and inclusion team with resolving incidents including gathering of statements, CPOMs referrals etc.

Teaching and Learning

- To liaise with internal and external agencies in order to devise and implement strategies to ensure a disruption free learning environment.
- To prepare and present informative behaviour reports to parents.

Pastoral System

- Operational oversight of Behaviour on a daily basis.
- Line management of Form Tutors.
- To support Progress Leaders and the behavior team with the overall personal, social and emotional development of the Year Group.
- To support the Year Team to implement the Academy behavior and safeguarding policy so that effective learning can take place.
- To liaise with the behavior, attendance and inclusion team to reduce incidents.
- To greater engage parents / carers in the learning journey of students within the year group. Work in partnership with them to implement the Home-Academy agreement and student code of conduct.
- Work in association with the safeguarding team / DSLs.

General

- The postholder will be required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.
- A teacher on MPR shall meet the Teachers' Standards (DfE 2012)
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To work closely with the relevant Progress Leaders to support them in their roles.

Additional Duties

- To assist during inductions, transitions, open evenings, events, extra-curricular activities that impact the Year group.
- To organise and support external visits and residentials where appropriate.
- Attend meetings according to school policy, and lead where required.
- Lead whole school and specific phase assemblies.
- Reflect critically on professional practice and participate in training and development opportunities as required to improve personal effectiveness.

Line Manager

The post holder will be responsible to the Year Progress Leader.

This job description is subject to an annual review. It may be amendment or modification at the request of the Headteacher or the post holder after consultation.