

JOB DESCRIPTION

Job Title:	Pastoral Head
Grade:	Staffordshire Grade 8
Hours:	35 hours per week
Contract:	Fixed term contract, Term Time only
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Assistant Headteacher
Responsible for:	Pastoral Intervention Assistant
Liaison with:	Students, staff, parents/carers, other ATLP staff, external agencies

Purpose of job

To support the Leadership team in delivering, improving, monitoring and evaluating pastoral strategies, taking co-responsibility for a College of pupils.

Duties and Responsibilities

- Safeguarding and Well Being - Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Provide general support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- Liaise with external agencies.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Undertake sufficient training to enable the management of Child Protection incidents in line with school policy.
- Attend case conferences as directed.
- Behaviour – to act as a point of reference for staff referrals regarding behaviour issues.
- Collect and collate statement relating to incidents, following up directly when appropriate.
- Respond to and take steps to resolve relationship issues between students.
- Monitor levels of bullying and implement policies and support the implementation of strategies to combat it.
- Manage behavioural issues on a day to day basis through liaison with Form Tutors, Heads of Faculty, Leadership Link and home.
- Act as on-call support.
- Liaise with the SENDCo for support of students in your College with special needs.
- Working in conjunction with the Attendance Officer to follow up attendance matters by contacting and/or meeting with parents. Implement strategies to improve attendance of students including implementation and monitoring of agreed attendance sanctions.
- Working in conjunction with the Attendance Officer to follow up punctuality matters by contacting and/or meeting with parents. Implement strategies to improve punctuality of students including implementation and monitoring of agreed punctuality sanctions.

Communication

- Be a primary point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files.
- Produce appropriate records of incidents dealt with e.g. bullying, racial incident files.
- Arrange for work to be set and collected for exclusion and other student absence.
- Arrange parental appointments including those with Leadership Team as appropriate.
- Ensure that the systems for letters, emails and other forms of communication are complied with.

General

- To assist in break/lunch supervision, if required.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the ATLP and students.
- Support and assist the running of assemblies
- Work with other leaders within pastoral management to ensure that a cohesive approach is adopted in respect of managing “whole” development of students across all key stages.
- Contribute to the effective transfer of pupil information from KS2 to KS3, and KS4 to KS5 and, where appropriate, implement support strategies for pupils at risk of disaffection and exclusion.
- Ensure that pupil rewards and incentives are promoted, developed and issued in line with the School Policy.
- Attend regular pastoral team meetings in order to share and develop best practice.
- Assist the Assistant Headteacher – Pastoral in the administration of all aspects of the School Behaviour.
- Have knowledge of a range of external support agencies which can add value to the work of school in support of pupils’ needs.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
 - To promote the agreed vision and aims of the school.
 - To set an example of personal integrity and professionalism.
 - Attendance at appropriate staff meetings and other events
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Technology team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. <https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Pastoral Head

Method of Assessment A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
Education and qualifications	<ul style="list-style-type: none"> • Degree or other qualification in education or social work field or equivalent experience 	AF/Certificates
Technical- the demonstration of specific skills and/or knowledge	<ul style="list-style-type: none"> • An understanding of the potential barriers to learning faced by young people and how they can be overcome. • Knowledge of Safeguarding legislation and procedures. • Knowledge of the different transition periods of a student and how to offer support • Knowledge of the different opportunities available to students post Sixth Form education. • Knowledge of behavioural management techniques • Knowledge of the schools policies and procedures • An understanding of child development. • Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance. 	AF/I
Ability - the aptitude or potential to perform to the required standard	<ul style="list-style-type: none"> • Ability to develop effective relationships with students, families and external agencies • Ability to assess the needs of students demonstrating poor behaviour and develop strategic plans to facilitate interventions • Ability to analyse data and produce reports to demonstrate impact of interventions • Ability to work as part of a team • Ability to help raise attainment of young people • Ability to deal with challenging situations • Ability to work using own initiative • Ability to keep detailed and accurate records • Flexible attitude/approach 	AF/I/T
Values/Behaviours - the actions and activities that people do which result in effective performance in a job	<ul style="list-style-type: none"> • We take ownership • We work collaboratively with others to support students • We embrace and demonstrate a commitment to all students in our care to ensure we support them to be successful • We support the One Trust vision that children are at the heart of everything we do 	AF/I/T
Contra indicator	Positive disclosure relating to children or vulnerable adults	Disclosure Form to be completed prior to interview