

HEAD OF PASTORAL SUPPORT JOB DESCRIPTION



JOB PURPOSE

The head of pastoral support will lead the Client Services team and take responsibility for promoting positive student behaviour across the entire College as well as teaching within their specialist area. When a student struggles to meet our expectations around behaviour or another pastoral need, the head of pastoral support will work with students, parents and staff to ensure that they are successfully identified, appropriate support is put in place and these barriers are ultimately overcome. You will be responsible for ensuring that standards of behaviour, safeguarding and pastoral care are outstanding across the College.

DUTIES

The duties outlined in this job description may be modified by the Executive Principal, in consultation with the postholder to reflect or anticipate changes in the job, commensurate with the salary and job title. It is anticipated that the head of pastoral support will arrive shortly after 8:00am and be available to support after college duties until 5:00pm alongside other members of the leadership team. You are also expected to contribute to senior staff safeguarding duties and to attend additional meetings as required from time to time out of term time which will not routinely exceed five days per academic year.

PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS

- To be a prominent and active presence across the College site throughout the day, always leading by example so that students understand our expectations and see staff adhering to the same expectations as they do.
- To actively promote and demonstrate the behaviours and attitudes students require for success in later life as outlined in our routines for learning.
- To work with team leaders and the senior leadership team to promote high standards of behaviour across the College.
- To use the behaviour management monitoring system to identify patterns with students and groups of students and respond in a proactive manner.
- To work with students and groups of students to ensure that barriers to learning and progress are overcome.
- To prevent all forms of bullying, including online bullying and prejudice-based bullying. When bullying does occur ensure that it is dealt with quickly and effectively.
- To deliver assemblies (at least once a term) which inform, develop and challenge students' opinions and beliefs.
- To deal effectively with health, welfare and safeguarding concerns, taking appropriate action to keep students safe. Help to ensure that the bullying, welfare, safeguarding and Prevent logs are kept up to date, are accurate and reflect the support we have put in place.
- To work with outside agencies and parents to support students and their families.
- To lead the reward and recognition of student achievements to foster a culture of success.

LEADERSHIP AND MANAGEMENT

- The head of pastoral support will be committed unwaveringly to setting high expectations for the conduct of students and members of the Client Services Team as outlined in our policies and procedures.
- Managing the pastoral Client Services Advisor roles so that they are efficiently and effectively deployed and supported in promoting the ethos of the pastoral remit. This includes monitoring and reviewing their PRs.
- Lead the stages system of pastoral monitoring.
- Ensure all steps have been taken to avoid a child being permanently excluded:
 - Documenting support.
 - Parental involvement on a regular basis.
 - Local authority and external agency involvement.
 - SEN providers including the College SENCO.
 - Management and allocation of key workers.
- Ensure statutory requirements are in place when producing documentation for permanent exclusions.
- Presenting the College case for permanent exclusion to governors' panels.
- Deciding and documenting relevant sanctions for students involved in serious incidents.
- Quality assuring all Pastoral Support Plans and briefings to relevant staff.
- Delivering staff training so that instances of poor behaviour in lessons are extremely rare.
- Assist on transition from primary schools to the College, including the Year 7 transition compulsory electives.
- Work with key stakeholders (students, parents, Federation staff, governors and members of the wider College community) to foster positive relationships.
- To liaise with team leaders to provide pastoral support that is tailored to the needs of individual students across the College.
- Focus on improving outcomes for all students, but especially those students in receipt of the Pupil Premium grant.
- Update the Personal Development, Behaviour and Welfare Scorecard each half term ready for presentation to governors.
- To actively promote the spiritual, moral, social and cultural development of students and the Fundamental British Values.
- Ensure equality of opportunity and diversity within the College community and prevent any form of direct or indirect discriminatory behaviour.
- Stay up-to-date with the latest guidance around attendance, behaviour and safeguarding.
- Promote a culture of vigilance, where student welfare is paramount and concerns are addressed swiftly.

STAFF DEVELOPMENT

The head of pastoral support will be committed to both their own individual professional development and that of the wider school body.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extra-curricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

This role is undertaken in conjunction with the role of teacher therefore please also refer to this job description.

SAFEGUARDING, HEALTH AND SAFETY

All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

HEAD OF PASTORAL SUPPORT - PERSON SPECIFICATION

ESSENTIAL (It is expected that the successful candidate will demonstrate ALL of these qualities)	DESIRABLE (It is expected that the successful candidate will demonstrate SOME of these qualities)	EVIDENCE
QUALIFICATIONS At least a 2:1 honours degree Qualified Teaching Status	DSL training SENDCO qualification National Professional Qualification (NPQ): Leading Behaviour and Culture National Professional Qualification (NPQ): Senior Leadership Master's degree	Letter of application
EXPERIENCE Experience as a teacher with strong outcomes for their students. Experience of leading other staff to demonstrate success with improving outcomes for students other than their own. The ability to use a wide range of behaviour management strategies to promote a positive learning environment. Experience of working with local authorities, social workers, educational psychologists and other external agencies to demonstrable impact. A strong understanding of pastoral law, including but not limited to keeping children safe in education and exclusions with demonstrable success of application.	A current leadership role as a Pastoral Leader with a proven track record of success of supporting students at risk of exclusion. Experience of leading an aspect of whole school development to demonstrable success. The ability to perform lesson observations, learning walks and other quality assurance measures and to reach accurate decisions. Experience of supporting students with disabilities and the legislation that underpins this, for example, mental health, ASD and ADHD. Mentoring and student counselling.	Letter of application Interview

<p>LEADERSHIP AND MANAGEMENT</p> <p>Has evidence of significant impact on the educational progress of students other than the teacher's assigned classes or groups of students.</p>	<p>Has had significant responsibility including line management of a number of people.</p>	<p>Positive student and parental feedback</p>
<p>COLLEGE REVIEW</p> <p>Evidence of using data to inform planning e.g. Sleuth records.</p> <p>Implement plans to a successful conclusion.</p> <p>Review plans to demonstrate reflection on success.</p>	<p>Has evidence of monitoring and intervening with teaching staff to improve performance.</p>	<p>Reduced number of letters over time for students with seven or more negative entries in a term.</p>
<p>LIAISON</p> <p>Liaise with team leaders over the concerns regarding individual students.</p> <p>Establish excellent relationships with a range of stakeholders including senior leadership team, teachers, students and parents.</p>		<p>Improved or positive relationships between staff and challenging, or previously disaffected students.</p>
<p>PASTORAL INTERVENTION</p> <p>Evidence of implementing individual pastoral programmes to measurable improvement in behaviour.</p> <p>Identify target students – maintaining records of intervention for each student.</p> <p>Support individual staff in the classroom when student progress is a concern – mainly in conjunction with the team leader.</p> <p>Support team leaders in classroom situations, help staff maintain a positive atmosphere for learning.</p>	<p>An awareness and experience of the role that external organisations can play in supporting individual students and families.</p>	