# HOLYROOD ACADEMY

**JOB DESCRIPTION**

**PASTORAL LEADER**

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**POST TITLE:** Pastoral Leader

**SALARY GRADE:** Grade 12 (SCP 22 - 26) (£18,206 - £20618) actual

**Person to whom teacher is responsible**: Deputy Head

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| **KEY RELATIONSHIPS:**  |  | Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community;  |
| **LOCATION:**  |  | Holyrood Academy  |
| **WORKING PATTERN:**  |  | 37 hours – Term time (8.00 – 4.00) + inset days (39 weeks)  |
| **DISCLOSURE LEVEL:**  |  | Enhanced – Vector Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.  |

**JOB PURPOSE:**

The post holder will take responsibility for the pastoral welfare of a designated group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child’s educational experience. The Pastoral Leader will ensure all students in their care are ready for learning.

**Accountabilities – Specific**

# Attendance and Punctuality

* Day to day responsibility for the attendance and punctuality of the year group
* Ensure that all Academy procedures relating to attendance and punctuality are followed

Support the Attendance officer to:

* Communicate attendance and punctuality concerns to parents and carers working with them to ensure improvement
* Liaise with and organise support as require with external agencies and partners

# Behaviour and Rewards

* Day to day responsibility for the behaviour of the year group including implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
* Each week ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets
* Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns
* Communicate behaviour concerns to the year leader, tutor and Deputy Head as appropriate
* Liaise with and organise support as require with external agencies and partners

# Uniform and Equipment

* Day to day responsibility for the uniform and equipment of students in the year group including liaising with parents as appropriate
* Working with Year Leader, tutors and the Deputy Head monitor student planners and equipment.

# Communication

* Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
* Respond to parental enquiries and follow up, logging date, time, reason, and action.
* Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
* Provide effective liaison with relevant outside agencies

# Academy – General

* Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes
* Participate in Pastoral Team meetings and other meetings relevant to the year group
* Participate in annual reviews of performance providing clear evidence of impact
* Participate in training as appropriate
* Invigilate examinations as required
* Ensure all appropriate information and communications are disseminated to appropriate staff
* Take initial responsibility for Child Protection matters in the year group working with the designated Child Protection Lead Officer.
* Directly work and report to the Year Leader and Senior Leaders on a daily basis
* Working with Deputy Head assist in extracurricular, House and enrichment activities
* Organise Review days and attend Parents’ Evenings and assist with other Academy events.
* Take responsibility for a specified task across the year groups as agreed with the Deputy Head

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Headteacher.

**Holyrood Academy is part of the Vector Learning Trust and within the Trust terms and conditions of employment staff can be required to work at other Academies within the Trust**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**

**Person Specification - PASTORAL LEADER**

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|  | **Essential**  | **Desirable**  |
| **Education/Qualifications**  |   |   |
| Numeracy, literacy and ICT skills equivalent to Level 2 or above.  | √  |   |
| Relevant professional training or development.  | √  |   |
| First Aid Training  |   | √  |
|  |   |   |
| **Experience**  |   |   |
| Working with or caring for children of relevant age.  | √  |   |
| Collaborative and supportive work with colleagues within the organisation  | √  |   |
| Collaborative and supportive work with parents.  |   | √  |
|  |   |   |
| **Skills and Knowledge**  |   |   |
| Basic understanding of child development and how children learn  | √  |   |
| Understanding of relevant policies/code of practice and awareness of relevant legislation  |   | √  |
| General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)  |   | √  |
| Ability to relate well to young people and adults.  | √  |   |
| Good oral and written communication skills.  | √  |   |
| Good listening skills.  | √  |   |
| ICT skills appropriate to the role, including audio visual and copying equipment.  | √  |   |
| Effective time management.  | √  |   |
| Effective and efficient organisation and administrative skills.  | √  |   |
| Committed to continual personal and professional development.  | √  |   |
|  |   |   |
| **Personal Qualities**  |   |   |
| A commitment to maximising the academic, personal, social and emotional development of all students.  |  √  |   |
| Work constructively as part of a team.  | √  |   |
| Willing to work within organisational procedures, processes and to meet required standards for the role.  | √  |   |
| Be resilient and demonstrates ability to work well under pressure.  | √  |   |
| Able to adopt a flexible working practice.  |  √  |   |
| Excellent record of attendance and punctuality.  | √  |   |
|  |   |   |
| **Equal Opportunities**  |   |   |
|  Commitment to the Academy’s Equality and Safeguarding policies  | √  |   |