

Role Description

Leader of Personal Development, Behaviour & Welfare



Pay Range	Band I
Responsible for:	Senior Pastoral Leaders, Student Welfare Managers, Tutors
Responsible to:	Vice Principal

Main Purpose of Post

- To take a lead role, in conjunction with Senior Leaders, in the development and implementation of highly effective pastoral systems and processes across the Academy, ensuring that the provision and support is appropriate to meet the needs of the individual, encouraging positive engagement and maximising student attainment and progress.
- To work with Senior Leaders to develop and implement the appropriate section of the Academy Development Plan, ensuring that it reflects the local and national landscape and supports the Academy and the Trust to move to the next level of successful performance.
- To provide professional leadership and management of student engagement across the secondary Academy ensuring all young people access opportunities to engage in meaningful extra-curricular, Academy wide and community events and projects and drive student leadership and voice.
- To provide professional leadership and management of the Pastoral/Student Support teams across the Academy, ensuring the delivery of high quality provision and support that effectively engages all stakeholders in the education and welfare of young people.

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.

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- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Key Areas of Responsibility:

A: *Securing Policies and Compliance*

- To engage with the latest educational, business research and legislation to inform effective policy development and seek to influence it.
- To contribute to the strategic direction of the service area and review and update all relevant policies in line with statutory requirements.
- To take a lead role in ensuring Trust workstreams are compliant with policy and practice related to area of responsibility.
- To maintain the overall integrity of the Trust in relation to area of responsibility.
- To conduct comprehensive due diligence on area of responsibility for any school considering joining the Trust and advise the Executive Leaders on any associated risk.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To contribute to the formulation, implementation and review of safeguarding arrangements.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk

B: *Leading People and Managing Performance*

- To lead and develop staff within the team/service area to deliver high quality performance, ensuring that effective performance management and succession planning arrangements are in place.
- To ensure that teams/service area have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team/service area including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Executive Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

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C: Engagement with Stakeholders

- To represent the Trust within external forums, creating opportunities to enhance the profile of MLT and act as a strong and effective influencing voice in those partnerships.
- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To liaise with all curriculum areas to plan and implement effective service and support for staff and students.
- To lead and contribute to the development and delivery of staff and leader training and support across the Trust.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Executive Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.

D: Leading Trust/Academy Business Functions

- To embed protocols for House Teams including student meets, duties and communication with broader stakeholders
- In liaison with the Associate Senior Leader, manage strategies to promote and celebrate student engagement, reduce in school variation in application and impact of behaviour and rewards systems to raise levels of student achievement
- Maintain robust and consistent day to day processes of pastoral management through the Vertical House system
- To participate in the MLT Performance Management as Appraiser and Appraisee
- To undertake complex decisions when meeting with parents/staff/agencies as the next level of line management beyond Senior Pastoral Leaders
- To role model and promote the professional conduct and high profile of staff in and around the Academy whether on corridors, learning spaces, break out zones and when undertaking work with multiagency and parents/carers.

Academy PDBW Strategic Planning

- To be responsible for a team of Senior Pastoral Leaders, Student Welfare Managers to effectively engage and support all stakeholders in the education and welfare of young people
- To make decisions and promote inclusion through high standards and expectations across the Academy which models the ambitious ethos of Maltby Learning Trust
- To set clear standards and model highly effective processes of tracking, monitoring and reporting key indicators of PDBW

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- To lead, in consultation with the Associate Leader a pastoral and support system which provides a graduated level of intervention for vulnerable learners and seamless interface with internal processes and external multi-agencies
- To demonstrate leadership capabilities to secure the day to day application of the Behaviour for Learning strategy –ensuring staff and students know, understand and consistently apply/follow the systems and procedures
- To model effective partnership working which drives an innovative, solution-focussed culture among students and staff
- To oversee, analyse and apply necessary interventions to improve the Attendance of individuals and collectively across Houses
- To interpret, analyse and evaluate clear and consistent systems and processes for monitoring and reviewing student engagement through attendance, exclusions and performance in the classroom – updating teams and leaders of trends over time and subsequent impact of actions
- To lead a highly effective system of internal and external exclusion and provide the regular analysis of pastoral data, establish trends, clear action plans and demonstrate the impact of student level intervention on raising standards.
- To support the review and effectiveness of internal Inclusion processes to raise standards across the Academy
- To promote the Attendance agenda to secure systems and processes of home school communication and promote the rewards and recognition for improved attendance
- To analyse and evaluate processes to track and intervene around punctuality and attendance
- To produce long term strategies to engage students in community and enrichment events to develop their employability skills and competencies
- In liaison for the Associate Senior Leader - lead on the quality assurance of the pastoral provision, tracking and intervention processes and evaluate impact through data analysis
- To lead staff PLD/CPD training to promote consistent strategies and approaches to restorative practice and intelligent discipline

Securing Pastoral/Student Support Systems

- To oversee, in liaison with the Associate Senior Leader the daily duty rotas and communicate regularly with staff to ensure the health and safety of students, young people and visitors is secured
- To promote effective tutoring across the Houses, recognise and share excellent practice, challenge underperformance and champion the House identity
- To set clear standards for and expectations of communication with parents and other key stakeholders, ensuring follow up is timely, effective and appropriate
- To liaise regularly with the Safeguarding Team to ensure cases are appropriately dealt with and triaged through the House Teams in the first instance
- To ensure the Senior Pastoral Leaders, Student Welfare Managers and Inclusion Leaders/staff establish and maintain a highly professional and consistent approach to

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House Assemblies, Parents Evenings, Events and tutor programme and ensuring the foci promotes Academy priorities including SMSC and British Values and maintains a high profile of rewarding student achievement

- To actively support the Associate Senior Leader – Student Support in all matters concerning 'Student Support' in the Academy including leading parent meetings and preparing documentation for case meetings and exclusions
- To support the delivery of engaging and relevant assemblies, ensuring the elements of SMSC and British Values are embedded in the message

Managing Student Engagement

- To engage and inspire young people and professionals to develop aspirations and ambitions which are underpinned by emotional resilience and self-belief

Leading the Pastoral/Student Support Team

- To support the rewards agenda, setting clear standards for whole school recognition and engage young people and families in a celebration of their achievements

Other Considerations

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.