

**Job Title:** Lead Pastoral Officer

**Location:** Newham

**Contract type:** Permanent

**Contract term:** Full time

**Salary:** £24,372 - £31,450

**Job start:** ASAP

**Accountable to:** Chief Experience Officer (CXO – Deputy Headteacher)

### Core Purpose:

You will have a central responsibility for either KS4 or KS5. You will provide administrative and practical assistance to the Chief Experience Office in promoting student wellbeing in order to improve learning. You will work with subject teachers / departments / SENCO and the Apprenticeship team as appropriate. You will be monitoring the progress of the students in your year groups both academically and emotionally, liaising closely with the team of Personal Coaches. You will be able to effectively contribute to Wellbeing meetings and liaise with external agencies as appropriate. You will be able to organise events for your designated Key Stage and ensure student attendance to same. You will assist with staff duties. You will lead on and ensure that students within your Key Stage make progress across the curriculum. You will manage and monitor the attendance of your Key Stage and liaise with the Attendance Officer to ensure the correct procedures are being followed. You will have a role in planning and delivering the Learning for Life programme alongside the Personal Coaches and will support on the maintaining high standards of student behaviour.

This is a non-teaching role, though applications are encouraged from those with teaching experience, as well as those without.

### Key Responsibilities:

Leading relevant Key Stage

Responsibilities are:

- To work with staff to implement school policies as determined by the Board of Directors and the CEO
- To create a positive ethos
- To lead on and ensure that students in their Key Stage make progress across the curriculum
- To support / participate in the planning and delivery of the tutorial programme.
- To ensure effective support from external and internal support agencies for the welfare, behavioural and learning needs of their Key Stage
- To manage / monitor attendance of the Key Stage and liaise with the Attendance Officer to ensure the correct procedures are being followed.
- To lead on maintaining high standards of student behaviour.
- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To attend Wellbeing meetings for their Key Stage.
- To act as first point of call for parental concerns.
- To assist with staff duties.
- To support and counsel students as necessary.
- To liaise with other schools to ensure timely collection of student data for new intakes
- To investigate, record and monitor incidents of bullying
- To conduct investigations into student disciplinary issues and / or allegations about other students
- To liaise with parents as necessary regarding student issues
- To organize and assist in running of events e.g. Progress Evenings, Keeping Warm, Transition, Induction

## Job description

- To liaise with outside agencies as necessary
- To collate and provide work for excluded students
- To ensure that Child Protection matters are passed to the Designated Safeguarding Lead in accordance with statutory and school policy.

### Comply with Health and Safety Requirements

- Know and abide by the Health and Safety Rules within the UTC.

### Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

### Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

### Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

### Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

### How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) or posted to:

Brooke O'Callaghan  
London Design & Engineering UTC  
Docklands Campus  
15 University Way  
London E16 2RD

### Timings

The closing date for applications is 12:00pm on Wednesday 28<sup>th</sup> June 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at [Brooke.O'Callaghan@LDEUTC.co.uk](mailto:Brooke.O'Callaghan@LDEUTC.co.uk) Interviews will take place on Monday 3<sup>rd</sup> July 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

### Commencement

The post will commence ASAP.