

**Oaklands School**

**Job Description Pastoral Leaders   
Grade: PO1  
Responsible to: Leadership Team/Key Stage Leader**

RESPONSIBLE FOR

The personal development, welfare and pastoral care of students in the relevant key stage

Key Responsibilities

* Together with the Leadership Team to develop and execute an ambitious vision for the academic and personal and cultural development of students in the relevant key stage
* To adopt a high profile among the staff and students and around the site to ensure the smooth running of the school, promoting high expectations and achievement.
* To play a leading role in and manage on a daily basis the personal development and welfare of students in the relevant key stage
* To promote excellent attendance, punctuality and standards of personal presentation amongst students in the relevant key stage and regularly monitor these to identify areas of concern and implement strategies for improvement.
* To plan, conduct and coordinate a wide range of enrichment and leadership opportunities for students to enhance their curricular provision and inform and develop their plans for the future
* To plan, conduct and coordinate events and visits relevant to the key stage
* To lead teams of staff where appropriate (e.g. training, initiatives or events pertaining to the relevant key stage)
* To ensure that a high standard of behaviour is maintained in lessons and around the school site so that high quality teaching and learning takes place throughout the curriculum at the relevant Key Stage.
* To support students and their parents as appropriate using the relevant support structures in school and external agencies where applicable to maximise learning opportunities and outcomes.
* To play a leading role in the Key stage team
* To maintain regular contact with parents and deal with routine parental concerns
* To play a leading role in the development of pastoral policy and procedure within the school
* To plan and run meetings for colleagues as appropriate
* To liaise closely with relevant school staff and outside agencies on matters of pupil attendance, welfare and personal development and safety
* To deal with serious incidents and high levels of behavioural concern, conducting investigations, preparing reports and recommending courses of action as required
* To be a key member of the school’s designated safeguarding team attending meetings and conferences in relation to child protection as required
* To attend meetings and prepare documentation including CAFs relating to student welfare and behaviour as appropriate
* To contribute to the School’s Development plan and SEF
* To contribute to the training, where relevant, for new and existing members of staff on matters of student welfare and behaviour management
* To present to and inform groups of parents, where relevant, on matters of student welfare and behaviour management
* To conduct assemblies in accordance with the whole-school rota
* To prepare and maintain necessary documentation for students in the key stage
* To perform any other reasonable task as required by the Headteacher