**Job Outline**

**KS5 Pastoral Leader**

**Responsible to: Vice Principal**

**Salary Grade: Leadership pay range point 4-8**

**Full Time/FTE : Full time**

**Job Purpose**

In Addition to the requirements of a class teacher and any other agreed responsibilities:

* To be accountable for the pastoral well-being of the students. To support, develop and lead a team of people focusing on that area whilst ensuring clear lines of accountability are maintained.

**Key Responsibilities**

**Leadership Responsibilities specific to the post:**

* Lead the KS5 pastoral team and tutors, giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
* Take a high profile role around the school and be available before and after school to fulfil pastoral duties effectively.
* Promote the ethos of the sixth form through leading high quality assemblies.
* Initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
* Liaise with external agencies to support students as appropriate.
* Contribute to the organisation of any parent information evenings.
* Ensure a smooth induction and recruitment programme post-results in August (note an expectation of your availability during certain days/ dates).
* Work alongside the Vice Principal and Heads of Faculty to plan the Post 16 curriculum offer.
* Monitor student attendance and punctuality and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
* Monitor student behaviour, attendance and achievement, decide on appropriate sanctions, interventions and rewards.
* Oversee students on report and make contact with parents when necessary.
* Attend and contribute to Support and Guidance meetings and report back and or pass on relevant information to Form Tutors and bring issues from Form Tutors to the attention of SLT.

**Teaching and Learning**

* Monitor the academic progress of the year group in order to secure and sustain effective learning.
* Use assessment data to inform an analysis of individual student progress and intervene with underperforming students.
* Monitor the effectiveness of interventions.
* Liaise with key staff, including the SENCO, regarding all groups of students’ achievement.
* Report on the progress of the year group and individuals.

**Effective deployment of staff and resources:**

* Work with the Vice Principal in delegating tasks and monitoring the effectiveness of the KS5 pastoral team.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.