

JOB DESCRIPTION

DIRECTOR OF PASTORAL AND ACADEMIC STANDARDS **Olney campus**

CORE PURPOSE

- Support the Deputy Headteacher with the academic and pastoral aspects related to Key Stage 3 at the Olney campus;
- In the absence of the Deputy Headteacher take charge of the running of the Olney campus;
- Make a substantial contribution to the development of a culture and ethos, including being highly visible day-to-day, which promotes good relationships, outstanding effort and achievement and strong parental and student engagement;
- Maintain our high standards, and develop them further with regard to Personal Development, Behaviour and Welfare;
- Strategically lead, manage and support the Key Stage 3 PALs in the effective management of student progress, welfare, behaviour, attendance and punctuality;
- Support the member of SLT responsible for Pupil Premium to raise standards of achievement for students identified as disadvantaged at the Olney campus;
- Strategically lead the broadening of opportunities for students at the Olney campus through enrichment and ASPIRE.

KEY ROLES AND RESPONSIBILITIES

- Support the Deputy Headteacher with the day-to-day running of the Olney campus;
- Line manage the Key Stage 3 pastoral team, supporting them in dealing with serious pastoral issues and involving external agencies as necessary;
- Support the strategic development of an inclusive school, ensuring systems and procedures are utilised by staff to take a proactive approach to modifying behaviour;
- Ensure the Key Stage 3 pastoral team effectively monitor progress, behaviour, attendance, appearance and punctuality;
- Chair the weekly Pastoral Management Group (PMG) meeting ensuring they have a positive impact on the pastoral aspects of the campus;
- Ensure that follow up actions to pastoral monitoring procedures are in line with school procedures and are carried out to the highest standards;

- Ensure that Key Stage 3 Pastoral Development Plans are strategic in their focus on developing the aspects of the campus;
- Support and challenge the PALs you line manage to improve the pastoral and academic aspects in the area for which they are responsible;
- Ensure students' health and safety are at the fore front of day-to-day and medium term planning at all times; ensure paper trails for re-entry and tracking behaviour are completed to the highest standards and can stand up to public scrutiny;
- Assign staff for the lunchtime duty rota, including Pastoral Detention;
- Ensure that student leadership is an integral aspect of the campus including student council and leadership groups;
- Allocate students to subject areas for the Year 8 into 9 options process;
- Ensure an effective tracking system is in place that identifies under achievement in both academic and pastoral aspects for students identified as disadvantaged;
- Allocate pupil premium funding fairly and proportionately to promote academic progress, support pastoral aspects and provide opportunities to enhance the experience of students identified as disadvantaged;
- Coordinate the enrichment programme at the Olney campus;
- Support SLT with the strategic development of the enrichment programme so that it fulfils the objectives outlined in the school's vision;
- Through a variety of means, measure the impact of the enrichment programme on students at the Olney campus;
- Ensure the ASPIRE programme at the Olney campus meets the purpose set out in the school's vision;
- Promote the ASPIRE programme to students at the Olney campus;
- Devise an ASPIRE programme for the Olney campus that utilises expertise of staff and local business;
- Monitor the attendance of identified students for the ASPIRE programme;
- Through a variety of means, measure the impact of the ASPIRE programme on students at the Olney campus.

WHOLE SCHOOL STRATEGIC AND OPERATIONAL RESPONSIBILITIES

- Play an active role coaching staff and monitoring the quality of pastoral provision at the Olney campus;
- Promote the ethos of distributed leadership and encourage PALs to make their own decisions in line with school policy and direction;

- Participate in the appraisal of teaching and associate staff;
- Contribute to the creation/revision and implementation of whole school policies;
- Contribute to the planning and delivery of training days and the school's twilight programme;
- Participate in the school's recruitment and selection process;
- Contribute to the School Improvement Plan, taking responsibility and being accountable for an aspect of the plan which relates to your role;
- Share in the delivery of school assemblies;
- Participate in duties as required before, during and after school;
- Attend a fair share of school events and functions, both after school and in the evening;
- Carry out any reasonable requests as directed by the Headteacher.

Updated April 2018