

Clacton County High School



Job Outline

Pastoral Leader

Line Manager: Director of Pastoral Care

Responsible to: Vice Principal

Salary Grade: Leadership Pay Range 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 across all year groups. 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:

- Management of specific aspects within the Pastoral Team, with the support of, and under the direction of, the Director of Pastoral Care.
- Support and secure the commitment of others to the vision, ethos, direction and policies of the school and promote high standards of learning, behaviour and attendance as part of the Pastoral Team.
- Support tutors across all year groups in achieving the priorities and targets of the Key Stage.
- Take a high profile role around the school and be available before school and after school to fulfil pastoral duties effectively.
- Work with the PSHE coordinator to plan and implement a structured programme for each year group.
- 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:

- Work with the Director of Pastoral Care to be responsible for the care of all pupils, promoting self-discipline and positive behaviour in accordance with school policies.
- Work with the Director of Pastoral Care to establish a partnership with parents to engage them in their child's learning
- Take an active role with the delivery of assemblies.

Wider Aspirations, Higher Expectations

January 2018

- Ensure that students adhere to the Behaviour for Learning (BfL) and uniform policies.
- Liaise with external agencies to support students as appropriate
- Feedback and liaison with parents, where applicable, in a professional manner

Leading and managing staff:

- Support the Director of Pastoral Care with the learning, behaviour and attendance outcomes of all students

Effective deployment of staff and resources:

- Work with the Director of Pastoral Care in delegating responsibilities and monitoring the effectiveness of the 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.