



Job Description

Post title:	Pastoral Support/ Head of Year 7
Responsible to:	Assistant Headteacher i/c Pupil welfare & behaviour
People responsibility:	Form tutors
Budget responsibility:	As delegated by the Headteacher

ALL HALLOWS RC HIGH SCHOOL MISSION STATEMENT

We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.

Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.

Gospel Values are what Jesus said, what Jesus did and what Jesus told us to do, so we will:

- Provide a safe, supportive and pleasant environment with a warm and welcoming atmosphere where all are supported, valued and respected.
- Live the Gospel values of life and truth, love and service, justice and peace, forgiveness and reconciliation.
- Provide a personalised curriculum with the highest quality of learning and teaching.
- Equip pupils for life-long learning and enable them to develop their full potential and sense of self-worth in preparation for their journey of life, knowing that God walks with them each step of the way.
- Recognise that everyone is unique and celebrate their differences.
- Create a community which promotes tolerance, respect and sensitivity to the needs of others so that pupils realise their duties and responsibilities to their neighbour as well as their personal rights and freedoms.

JOB PURPOSE:

- To lead on the pastoral, attendance, safeguarding and overall student experience of students in year 7. To work as part of the wider pastoral team.
- To provide guidance and support to improve standards of achievement of all students within the year group.
- To assist in removing barriers to learning, progress and attainment of all students within the year group.
- To support the whole school attendance strategies and produce data and reports.
- To provide additional support to other students across the school as required.

KEY RESPONSIBILITIES:

Pupil Progress Leader – Y7

Your key responsibilities and duties are to:-

- To be the first port of call for parents in your year group.
- To manage parental meetings to discuss and resolve any issues in relation to students' personal development, behaviour and welfare. This may include home visits.
- To support staff in ensuring students arrive at all lessons punctually and are ready to learn. To promote positive attitudes to learning. To help mediate and resolve issues between staff and students.
- To support students' emotional and social needs so that they are able to learn more effectively.
- To work with the attendance officer to monitor punctuality and attendance on a daily basis.
- To promote the prevention of all forms of bullying and ensure any incidents are dealt with swiftly and effectively.
- To ensure that school expectations regarding student uniform and appearance are adhered to consistently.
- To liaise with other teams in the school, most importantly Safeguarding Team, Senior Leadership Team, Heads of Departments and the Assistant Headteacher's to ensure that all information regarding students' behaviour is logged accurately (principally on the school's SIMS system) and regularly track and monitor this information in order to identify trends, share information and resolve any issues.
- To provide additional support and advice to teachers in classrooms (where identified) to ensure that students have positive attitudes to learning.
- To liaise closely with outside agencies such as counsellors, Education Welfare Officer etc. to support students' well-being.
- To support teachers and have an input during Parent evenings, school trips and events.
- To arrange and manage student enrichment and trips.
- To operationally manage the schools' behaviour management system.
- To promote excellent student conduct, self-discipline and respect for others at all times.
- To promote student welfare at all times.
- To plan and deliver assemblies that supports the catholic ethos of the school.
- Transition work with primaries.
- To undertake other duties appropriate to the post as required by the Headteacher, Deputy Headteacher and the Director of Inclusion that may be reasonably required from time to time.

Attendance – whole school support:

- Provide weekly attendance data, analyse it, spot patterns of change and identify issues.
- Liaise with attendance officer and admin team to support whole school attendance strategy.
- Support the implementation of the whole school punctuality strategy.
- Devise and implement initiatives to improve attendance and punctuality.
- Hold attendance meetings with pupils as required.

Other Pastoral duties:

- Assist other (teaching) PPLs with pupils in their year groups as required.
- Appropriate parental/family support eg home visits, accessing finance and support from other agencies, etc.

GENERAL RESPONSIBILITIES: In addition to the specific responsibilities detailed above, the following general responsibilities apply:-

- Comply with all school policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Comply with all contractual, legal and reasonable requirements of any venue being used by All Hallows for its activities.
- Pro-actively promote and uphold All Hallows acting as an ambassador.
- Behave in a professional manner (both in and out of school) ensuring that All Hallows is not brought into disrepute.
- Undertake such projects of a level commensurate with the responsibility of the post, as designated by the Headteacher.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the School's Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to All Hallows Designated Safeguarding Lead or deputy.