

Job Description

POST:	Pastoral Leader
RESPONSIBLE TO:	Principal, under the day to day supervision of the Director of Progress and Enrichment
SALARY:	Grade 7 (SCP 21-31) (£19,742 – 27,123) pro rata
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff
LOCATION:	Oasis Academy Mayfield
WORKING PATTERN:	37 hours – Term time (8.00 – 4.00) + one week (40 weeks)
DISCLOSURE LEVEL:	Enhanced – Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

JOB PURPOSE:

The post holder will take responsibility for the pastoral welfare of a designated group of students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience. The Pastoral Leader will ensure all students in their care are ready for learning.

Accountabilities – Specific

Behaviour and Rewards

- Day to day responsibility for the behaviour and rewards of the year group including implementing lesson checks, managing behaviour escalations, reporting mechanisms, detentions and exclusion processes and paperwork.
- Each week ensure all behaviour and rewards statistics are recorded, analysed and actions are taken to reach individual and group targets.
- Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
- Communicate behaviour concerns to the tutor and Director of Progress and Enrichment/Head of Year as appropriate.
- Present cases to Inclusion Panel where additional support is required, seeking to work in partnership with colleagues offering additional needs support.
- To liaise with Pastoral Leader Safeguarding with regards to any bullying issues that arise.

- Collate and record work for students who are excluded or withdrawn from the Academy community through isolation or part time timetables.
- Monitor behaviour (both positive and negative) of year groups in and around the Academy, by carrying out frequent learning walks.
- Arrange, organise and lead on restorative conversations. This could involve students, teachers and parents.

Uniform and Equipment

- Day to day responsibility for the uniform and equipment of students in the year group including liaising with parents as appropriate.
- Working with tutors and the Director of Progress and Enrichment/Head of Year regularly monitor student planners and equipment.
- Visit tutor groups weekly to monitor tutor programme. Liaise with Head of Year.

Communication

- Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
- Respond to parental enquiries and follow up, logging date, time, reason, and action.
- Ensure all student records are kept up to date both electronic and hard copy and that all relevant information is disseminated to staff.
- Assist with the preparation of student reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
- Provide effective liaison with relevant outside agencies

Attendance and Punctuality

- To have an overview of attendance for the relevant Year Groups and support the attendance lead with issues/concerns around attendance.
- Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.

Academy – General

- Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes.
- Participate in Pastoral Team meetings and other meetings relevant to the year groups.
- Participate in annual reviews of performance providing clear evidence of impact.
- Participate in training as appropriate.
- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Refer Child Protection matters in the year group to the designated Safe-guarding Lead /Pastoral Leader Safe-guarding.
- Directly work and report to the Director of Progress/Head of Year and Enrichment and Senior Leaders on a daily basis in morning briefings.
- Working with Director of Progress and Enrichment/Head of Year assist in extracurricular, House and enrichment activities.
- Support in the Organisation of Parents' Evenings and assist with other Academy events.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post. The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members. The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Person Specification

PASTORAL LEADER

	Essential	Desirable
Education/Qualifications		
Numeracy, literacy and ICT skills equivalent to Level 2 or above	√	
Relevant professional training or development	√	
First Aid Training		√
Experience		
Working with or caring for children of relevant age	√	
Collaborative and supportive work with colleagues within the organisation	√	
Collaborative and supportive work with parents		√
Skills and Knowledge		
Basic understanding of child development and how children learn	√	
Understanding of relevant policies/code of practice and awareness of relevant legislation		√
General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy)		√
Ability to relate well to young people and adults	√	
Good oral and written communication skills	√	
Good listening skills	√	
ICT skills appropriate to the role, including audio visual and copying equipment	√	
Effective time management	√	
Effective and efficient organisation and administrative skills	√	
Committed to continual personal and professional development	√	
Personal Qualities		
A commitment to maximising the academic, personal, social and emotional development of all students	√	
Work constructively as part of a team	√	
Willing to work within organisational procedures, processes and to meet required standards for the role	√	
Be resilient and demonstrates ability to work well under pressure	√	
Able to adopt a flexible working practice	√	
Excellent record of attendance and punctuality	√	
Equal Opportunities		
Commitment to the Academy's Equality and Safeguarding policies	√	