

# ORMSKIRK SCHOOL & SIXTH FORM COLLEGE



JOB DESCRIPTION	
<b>JOB TITLE</b>	Pastoral and Behaviour Team Leader
<b>GRADE</b>	Grade 8 SCP25-30
<b>SALARY</b>	SCP25 £29,577p.a. to SCP30 £33,782p.a.
<b>PRO-RATA</b>	SCP25 £27,913p.a. to SCP30 £31,882p.a. (Please note this salary includes the additional 13 days and is based on less than 5 years' service)
<b>HOURS PER WEEK</b>	37 hours per week (8.30am– 4.30 pm, 8.30am – 4pm on Friday)
<b>ADDITIONAL HOURS</b>	2.5 hours per week paid as 13 days (SLT Meetings)
<b>WEEKS PER YEAR</b>	Term Time plus 5 INSET days and 5 flexible days to be agreed
<b>TEMPORARY/PERMANENT</b>	Permanent
<b>RESPONSIBLE TO</b>	Interim Executive Headteacher / Director of Student Services (ELT)
<b>ORMSKIRK SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT</b>	
<b>JOB PURPOSE</b>	
To lead and manage the team who are responsible for the implementation of the school's behaviour policy. This team works directly with students, provide mentoring and/or pastoral support to overcome particular obstacles to learning in relation to pastoral issues, for example, behaviour or attendance.	
<b>MAIN ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>• Meet the team daily to ensure work is planned and discuss and/or action cases.</li> <li>• To undertake the line management/appraisal process for the pastoral team.</li> <li>• Attend and contribute to the Senior Leadership Team meeting.</li> <li>• Be responsible for the preparation of rotas for the supervision of the department's facilities (Internal Exclusion Room and Personal Development Centre).</li> <li>• Ensure that the team communicate in an effective and timely manner with students, parents, staff and other professionals.</li> <li>• Contribute to the Intervention Team Leaders meeting and suggest appropriate interventions and support for individuals or groups.</li> <li>• Ensure behaviour data is recorded accurately as per the expectations of the behaviour policy.</li> <li>• Make simple analyses of behaviour data on a daily, weekly and termly basis.</li> <li>• Undertake the Designated Safeguarding Lead Role within school as part of the wider safeguarding team.</li> <li>• Taking an operational lead on the implementation and maintenance of the school's behaviour policy including the 'on call' systems.</li> <li>• Manage the supervision of pupils excluded from or not otherwise working to a normal timetable.</li> <li>• Provide support and advice to pupils to promote their social care and personal development.</li> <li>• Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance and help them to overcome barriers to learning including nurture groups.</li> <li>• Provide input to the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils.</li> </ul>	

- Work in a one-to-one relationship with targeted pupils to implement an action plan.
- Assist in maintaining contact with pupils' families/carers to inform them of progress and issues.
- Attend Child Looked After, care planning meetings.
- Lead and attend parental meeting regarding pastoral and behaviour concerns/issues.
- Support pupil access to out of school facilities and study support.
- Collate information and maintain records of pupil behaviour and attendance.
- Prepare written reports, case studies and evaluations.
- Assist in resolving relationship issues between pupils.
- Oversee support packages for pupils to reintegrate them into school following periods of exclusion / absence.
- To quality assure the systems are being used appropriately within the 6<sup>th</sup> Form.
- Be responsible for monitoring of individual action plans.
- Manage the admissions process for in year admissions.

**Individuals in this role may also:**

- Participate in home visits to support pupils and discuss issues and progress.
- Take part in the provision of out of school activities.
- Support the transition of pupils between phases.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

Please note that this is for guidance only. Post holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**SUPPORT FOR THE SCHOOL**

- To provide administration support where required in the organisation.
- To attend other schools within Endeavour Learning Trust if required (mileage will be paid).
- To attend meetings after school hours if required for example Parents Evening etc.
- To carry out routine office duties.
- To input and update data on SIMS.
- To attend staff training as appropriate.
- To contribute to the duty rotas at unstructured times as required.
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Endeavour Learning Trust's Resource Development Manager.
- To work within Ormskirk School and the Endeavour Learning Trust's policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies
- To support and encourage Ormskirk School and Endeavour Learning Trust's ethos and its objectives.
- To uphold Ormskirk School and Endeavour Learning Trust's policy in respect of child protection and safeguarding matters.
- Undertake any other duties reasonably requested by the CEO/Interim Executive Headteacher.

**NOTE:** In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

**Agreed by: Chief Executive Officer**



## Person Specification Form

Personal attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc)
<b>Qualifications</b>		
GCSE (grade C or above) or equivalent in Maths and English	E	AF
Relevant qualification at level 4 or above	E	AF
Honours degree in relevant subject	D	AF
Designated Safeguarding Leader training – or willingness to undertake	E	AF
First Aid – or willingness to undertake	E	AF
<b>Experience</b>		
Experience of leading and managing a team, including appraisal management	E	
Several years' relevant experience of working with children/young adults in a professional capacity at a high level e.g. HLTA/Pastoral Support	E	AF/I
Experience of providing counselling/mentoring support	D	AF/I
Experience of undertaking confidential administrative work	E	AF
<b>Knowledge/skills/abilities</b>		
Able to plan and devise systems to implement, monitor and improve the activities of pastoral care	E	AF/I
Positive role model for students	E	AF/I
Ability to relate to and work well with others as both a leader and member of a team	E	AF/I/REF
Excellent management skills and experience of managing, organising, leading and motivating teams	E	AF/I
Excellent communication skills with the ability to communicate with a wide range of stakeholders	E	AF/I/REF
Influencing / negotiating skills	E	AF/I/REF
Ability to make a positive contribution to change	E	AF/I/REF
Excellent organisational skills	E	AF/I/REF
Ability to analyse and interpret complex information and identify issues and devise support strategies.	E	I/REF
Knowledge of the concept of confidentiality	E	AF/I/REF
Ability to deliver objectives and targets within agreed timescales	E	AF/I/REF
Ability to identify, assess, recommend and develop remedial action in situations relating to pastoral care		AF/I
Ability to think creatively	E	AF/I
Ability to make effective use of a variety of ICT software available	E	I

Flexible attitude to work – role may include some essential evening work	E	I/REF
Ability to work in partnership and develop the trust, respect and co-operation of others	E	I/REF
Ability to present to a large audience	E	I
Knowledge of current educational initiatives and developments	E	AF/I
Report writing and presentational skills	E	AF/I
Knowledge of behaviour management systems	D	AF/I

<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	AF/I/REF
Commitment to Health and Safety	E	AF/I/REF
Commitment to attendance at work	E	AF/I/REF

**Note: We will always consider references before confirming an offer in writing**