

North Cestrian School

Job Description

Post Title:	Pastoral Director (Behaviour and Attitudes Lead)
Underlying Purpose:	<ul style="list-style-type: none"> • Support the vision, mission and curriculum intent of the School • Raise standards of pupil attainment and achievement via improvement in Behaviour and Attitude Key Performance indicators. • Ensure that there is particular focus on the progress and support of mobile pupils, SEND pupils, pupils in receipt of the pupil premium, children looked after, pupils with medical and/or mental health needs. • Champion North Cestrian's Character Education through the pastoral system and develop pupils' confidence and resilience. • Develop and enhance the skills of staff to fulfil the school ethos and preferred practice so that behaviour and safety is dealt with proactively, positively, consistently, and effectively, and that welfare and wellbeing is promoted. • Provide exemplary leadership for the whole school community acting as a role model for staff and students. • Ensure a high level of presence around school and promote high staff morale and ownership of the school's values and policies. • Ownership of all policies related to Behaviour and Attitudes and Personal Development. • Provide proactive and reflective leadership informed by research; underpinned by consistency and data; evident by high standards, clarity, monitoring, quality assurance, supportive coaching and accountability. • Work with all stakeholders to ensure: <ul style="list-style-type: none"> • a safe, calm, orderly and positive school based on respect, togetherness, and knowing and caring for pupils. • clear and consistent routines and expectations. • excellent attendance and punctuality. • positive and Role Model Attitudes to Learning. • a curriculum which develops the whole child (including all that is encompassed in the Behaviour and Attitudes and Personal Development Ofsted framework). • positive and respectful behaviour and attitudes towards adults and peers. • pupils' show pride in their school, themselves, and their reputation in the communities that they are part of. • a diverse and inclusive school life is celebrated.
Reporting to:	Deputy Head Teacher
Responsible for:	Pastoral Team including Heads of Key Stage / Year, Form Tutors, behaviour management staff, school counsellor, Attendance Officer, and administration staff and their roles in the pastoral team.
Liaising with	<p>Ensure effective engagement and impact on pupils via liaison with</p> <p>Whole Staff, SLT, Governors, Multi Agencies, support services Local Authority, HET schools, parents.</p> <p>Ensure that all stakeholders are kept informed and involved throughout. Including, as appropriate, the presentation of all key performances and relevant policies to SLT and Governors.</p>
Working Time:	Full Time
Salary/ Grade:	From L7, with teaching commitments of approximately 15 periods per fortnight. Member of SLT, SMC (senior and middle leaders), Governors' Subcommittee.

Strategic Planning:	<ul style="list-style-type: none"> • Strategic use of voice (pupil, parent and staff) to lead actions to secure improve outcomes, support school improvement and the satisfaction of stakeholders. • Deliver strategic progress in the intent, implementation of behaviour and attitudes as recorded in the SIP and SEF
Rewards and sanctions:	<ul style="list-style-type: none"> • Ensure behaviour is corrected with certainty. • Recognise and celebrate success and achievements of students and staff. • Collaborate with data managers to oversee the reporting of behaviour and attendance data to parents.
Curriculum:	<ul style="list-style-type: none"> • Ensure that Personal Development (inc. Careers, SMSC and RSHE) provision is robust and mapped, delivered, and meets national/local guidance. • Oversee the effective use of assembly and tutor time. • Lead on developing the weekly focus for assemblies and forging links with relevant third parties. Deliver assemblies. • Ensure that the school curriculum develops the whole child including all that is encompassed in the Behaviour and Attitudes and Personal Development Ofsted framework. • Ensure that Safeguarding, Anti-bullying, Wellbeing, and the main types of discrimination (protected characteristics) are prominent in the school culture. • Act as a Designated Safeguarding Lead and oversee the work of the Safeguarding Manager.
Staff Development:	<ul style="list-style-type: none"> • Contribute to the provision of high-quality training and development for all staff which empowers all levels to lead and initiate improvements. • Operate as a Line Manager. • Develop high quality leadership in both academic and pastoral areas through effective line management of middle leaders and the Pastoral non-teaching team (Heads of Key Stage, Heads of Year, pastoral team). • Manage staff performance and conduct effectively and resolve complaints. • Play a key role in the recruitment of external and internal staff.
Quality Assurance:	<ul style="list-style-type: none"> • Oversee and manage effective suspensions, including early identification, the use of alternative strategies, completion of work off site, holistic effective reintegration, and championing safeguarding throughout. • Monitor key performance indicators, wellbeing, safeguarding, and impact of interventions for any pupil who is off-site (inc. in alternative provision, at home). • Strategic use of observation of pupils' behaviour and attitudes in and out of lesson, before and after school. • Ensure the highest degree of confidentiality and data protection of all materials.
Mentoring:	<ul style="list-style-type: none"> • Ensure an effective programme that ensures that every pupil receives individualised feedback about how they are performing and their next steps with relevant support e.g., pupil buddies and prefects in Key Stage 3 and Key Stage 4.
Budget Control	<ul style="list-style-type: none"> • Manage the associated spending and budget concerns for pastoral provision (inc. Alternative Provision and Step Out Programmes). • Liaise with other budget holders and bursar to champion the needs of areas of responsibility.
Duty	<ul style="list-style-type: none"> • Provide a significant contribution to duties, lesson transition, and monitoring of staff duty deployment.

Induction:	<ul style="list-style-type: none"> • Work with the Admissions Officer to ensure that new pupils are effectively integrated into the school and have a programme of induction, including regular 'check ins' for understanding, welfare, and progress. • Facilitate and monitor the impact of transitions within school such as between classes, years, or key stages, next steps in education.
Pastoral System:	<ul style="list-style-type: none"> • Monitor pupil attendance together with progress and performance in relation to pupil targets. Ensure appropriate follow-up procedures are adhered to and that effective action is taken where necessary. • Lead on staff wellbeing, welfare, and any multi-agency involved for staff (inc. CPOMS Staff Safe, counsellors and LADO).
Teaching:	<ul style="list-style-type: none"> • Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (teaching at Key Stages 3 and 4) and obtain results commensurate with those expected of a role model practitioner i.e., positive residuals.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head Teacher including ensuring that statutory requirements are met and that the policies of the HET are implemented.

