

## Pastoral Lead Job Description

### Student Wellbeing, Boarding and Safeguarding

**Responsible to:** Headteacher

#### Job Purpose

Ensure outstanding leadership and guidance, with a particular focus on pastoral care, safeguarding and boarding provision.

#### Main Responsibilities

1. Provide strategic direction and development for the school.
  2. Provide leadership and management of safeguarding and student support, care and guidance, including residential provision.
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1. **Strategic Direction and Development of the School:**
    - 1.1 To share direct accountability for the successful delivery of the vision for Exeter Mathematics School as a whole.
    - 1.2 To provide inspiring and purposeful leadership for the staff and students of Exeter Mathematics School.
    - 1.3 As part of the Leadership Team, work on the self-evaluation of the school, the school improvement plan, on reports for governors, and in preparing for Ofsted inspections.
  2. **Safeguarding and Student Support, Care and Guidance**
    - 2.1 To be accountable to the Headteacher and governors for safeguarding, pastoral and student wellbeing provision at EMS.
    - 2.2 To effectively line manage pastoral staff and lead the pastoral team to ensure excellence in safeguarding, pastoral care and residential provision, ensuring all pastoral staff receive regular high-quality external and internal supervision meetings.
    - 2.3 To undertake the duties and responsibilities expected of the Designated Safeguarding Lead for safeguarding in the School, allocating caseloads to deputy safeguarding leads, providing guidance and support to deputy safeguarding leads and leading the development and review of policies and practice in line with statutory guidance.

- 2.4 To keep abreast of legislative change and best practice for safeguarding, ensuring policy and practice is up to date and staff are appropriately trained.
- 2.5 To liaise with safeguarding staff at Exeter College and other outside agencies to safeguard EMS students.
- 2.6 To ensure students are welcomed to the school and settle in successfully, working with the Assistant Headteacher responsible for Progress, Tracking and Intervention, to run a successful Induction and Transition week.
- 2.7 To support the vibrant community spirit of EMS by organizing regular social events and encouraging non-academic extra-curricular activities.
- 2.8 To ensure that key individual students who require particular pastoral structures to support their learning are provided for, have plans in place which are monitored, and to report to the Headteacher about such individuals.
- 2.9 To liaise with the Lead for Progress, Tracking and Intervention to ensure all students that require academic and pastoral support are appropriately provided for and to identify those for whom attendance is a concern.
- 2.10 To take the position of SENCO within the school, supporting the SEND lead and contributing towards the annual SEND report.
- 2.11 To support the Residential Lead to ensure all policies relating to residential provision are appropriate, up to date and implemented effectively and that the continual review and improvement of residential provision is effective to ensure that students' experience and outcomes are excellent.
- 2.12 To support the Pastoral Curriculum Lead to ensure an appropriate, comprehensive and effective curriculum is delivered for all students.

### **3. Additional Duties**

- 3.1 To teach part of a full timetable\* and fulfil all the associated responsibilities.
- 3.2 To maintain confidentiality of staff and student/family information.
- 3.3 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 3.4 Contribute the School's outreach program for students throughout the catchment area.
- 3.5 Contribute to the development of pastoral provision and the sharing of best practice within and beyond the School.
- 3.6 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 3.7 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.

*\*For a non-teacher, a teaching load will not be required (other than the support of delivery of the pastoral curriculum), instead a more active involvement in other activities for which you are leading will be required (e.g. a greater safeguarding case load, leading boarding or delivering SEND support).*