

Pastoral Welfare Leader

Job Description

Job Title	Pastoral Welfare Leader (PWL)	Job Reference	AURPWL19
Location	Aureus School	Travel required	N
Core purpose			
<p>There are five main responsibilities of equal and balanced importance:</p> <ul style="list-style-type: none"> • To work with and as part of the Teaching and Support Staff teams to ensure full support for all students. • To safeguard the children they serve and protect the children from harm in all forms. • To lead on tracking the academic, attendance, behaviour and welfare progress of the students they serve and support the teachers and SLT. • To act as a role model for coaches by demonstrating high quality pastoral care and academic monitoring of students. • To work very closely with the Senior Leaders Behaviour and SEND and other staff to reduce barriers to learning and promote academic and pastoral excellence. 			
Key Accountabilities			
Main duties			
<p>The PWL is specifically responsible in the following ways.</p> <ul style="list-style-type: none"> • To support and develop a team of coaches focusing on high standards of social, personal and academic development of students and to hold coaches to account for their responsibilities. • To support members of staff who experience disruptive behaviour. • To be accountable for student progress and development of allocated students. • To track student attendance for allocated group(s) and implement appropriate interventions and parent meetings when needed. • Taking responsibility for oversight of the welfare and progress of students in allocated group(s). • Celebrating students' successes as well as identifying students who need further support in line with school policy. • Leading on pastoral and welfare support for targeted students. • To track and monitor student behaviour, attendance and attainment and agree students that will have further support. • To implement and monitor student-led plan of action for individual students. • Work with students, parents, carers and external agencies to meet the needs of individual students as required. • Ensure very high and consistent levels of communication is maintained for students of concern, students receiving praise and for and with parents who contact the school with concerns etc. • Ensuring the highest standards of attendance and punctuality for allocated students within allocated group(s). • To contribute to the staffing of detentions and sanctions. • To create improvement plans for students and nominate student leaders for individual group(s). • To monitor the effectiveness of any interventions and report to their line manager on the progress being made by students in their group(s). • To investigate any issues to do with behaviour and take a lead on investigating any behaviour issues independently or as required by the SLT for example, taking student 			

statements regarding incidents and passing them on to relevant colleagues and to take a lead on sanctioning/rewarding conduct as set by school policy.

- To support the staffing of the Ready to Learn Room, the Nurture Room and the On-Call rota.
- To support in celebratory events to raise standards and attainment in year groups.
- To support with school trips and events that are taking place off site with groups of students.
- To be an active team member of lunch time supervision on a daily basis, in assigned areas and assisting SLT in supervision of students on detention as required.
- To promote and maintain a sense of belonging/identity for students within assigned groups, not least through healthy and regular competition, in line with school policy.

Administration

- Contribute to any disciplinary documentation as required.
- To maintain regular formal and informal contact with coaches.
- To ensure all coaches understand and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding
- Maintain records of students' progress in relation to their behaviour targets.
- Process letters/documentation in relation to meeting the needs of individual students.
- To advise teachers on strategies to manage and improve individual students' behaviours within the classroom.
- To complete initial assessments of students in line with the school referral system and advise.
- Liaising fully with senior and middle leaders and other colleagues in relation to individual students.
- Complete records of meetings with parents, carers and external agencies as required and to log all other verbal/email communication with parents on SIMS.

Additional duties

- To positively contribute to the effective working of the school.
- To promote high standards of behaviour and a good working ethos.
- To develop effective working relationships within the school.
- To play a full and active part in the life of the school community, and support its ethos.
- To participate in the cycle of professional development.
- To ensure equality and safeguarding are at the forefront of all learning procedures.
- To undertake other reasonable tasks commensurate with the grading and level of the role

Safeguarding

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.