

JOB DESCRIPTION TRUST PASTORAL LEAD

POST HOLDER:

RESPONSIBLE TO: Director of Education

SALARY: LPS 18-22

JOB PURPOSE

To develop and implement the Trust's safeguarding strategy to ensure that all our students and staff work within both a compliant and strong culture of safeguarding.

To ensure that all groups of students have high levels of attendance so that they can engage positively with each academy curriculum.

To ensure that each academy within the Trust has an effective and efficient Behaviour and Attitudes Strategy, which promotes the effective use of rewards.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the CEO or Director of Education than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Ensure the mission, vision and values of the Trust are clearly articulated, shared, understood, and acted upon by all you work with and lead by example.
2. Motivate and work with others to create a shared culture and positive climate.
3. Provide strategic leadership and management on Trust-wide safeguarding.
4. Be a Safeguarding Lead for the Trust.
5. Ensure Academy Safeguarding policies and procedures are reviewed regularly and updated promptly in light of any external updates or advice.
6. Monitor and evaluate Trust-level pastoral data in relation to Pupil Premium, SEND and LAC students across the Trust to ensure it is at least comparable to that of all other students and ensure necessary interventions to achieve this.
7. Make sure that consistent and meaningful pastoral information is used and monitored effectively to raise standards for all students in the Trust.
8. Ensure that each academy has effective pastoral improvement planning in place.
9. Develop and implement a Trust-wide attendance strategy considering best practice both within the Trust and outside of the Trust.
10. Ensure each academy within the Trust has an up to date and effective Behaviour and Attitudes Policy in place which promotes the use of rewards and leads to positive student engagement and well-being.
11. Provide mentoring, support, and guidance to academy pastoral leaders.

12. Collaborate with other schools and organisations, in a climate of mutual challenge, to champion best practice and secure excellent achievements for all students.
13. Keep up to date with educational publications, the Ofsted inspection framework and share this information in the appropriate forums.
14. Strategically lead the Trust Pastoral Development Group.
15. Ensure effective pastoral QA strategies are used across the Trust

GENERAL

1. Promote and safeguard the welfare of all students and staff within the FMAT organisation.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
3. Be aware of, and adhere to, all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the CEO or Director of Education may from time to time determine.

I have read and accept this job description.

Signature: _____

Print Name: _____

Date: _____

**PERSON SPECIFICATION
TRUST PASTORAL LEAD**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Qualified teacher status	✓	
Educated to degree level (or higher qualification)	✓	
A minimum of three years' leadership experience at a senior level in an education provision, with a proven track record of achieving consistent improvement in this sector	✓	
Relevant experience in delivering effective innovations in pastoral welfare that have led to improvements for disadvantaged students	✓	
A secure, deep and broad knowledge and understanding of current education issues	✓	
Experience of being a DSL, Deputy DSL or willingness to gain the necessary qualifications and undertake the necessary training	✓	
An effective approach to managing people demonstrating an appropriate balance between empowerment, support and assertiveness	✓	
Substantial experience in holding others to account and swiftly responding to changing requirements	✓	
Excellent understanding of the Ofsted framework	✓	
An in depth understanding of the school improvement process and the ability to apply this in a range of circumstances	✓	

Understand what constitutes high quality educational provision, the characteristics of effective schools/academies and effective strategies of raising standards and achievement of all students	✓	
Experience in using data to prioritise intervention activity	✓	
Excellent knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills	✓	
Experience in development of innovative behaviour management strategies and materials	✓	
A proven track record of successful, senior education leadership in more than one setting, at least one of which is a mainstream setting		✓
Experience in effective collaboration with external agencies		✓
Effective budget management skills as well as an understanding of the relationship between finance, staffing and educational outcomes		✓
Personal qualities and attitudes	Essential	Desirable
Always demonstrates a strong focus on improving the lives of students	✓	
Ability to command confidence through being authoritative and influential as well as being a role model for FMAT values	✓	
Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues to deliver outstanding education for all students	✓	
Ability to write in a confident, sophisticated, accurate manner, fit for a specific context and circumstances	✓	
Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience	✓	
Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management	✓	

Ability to demonstrate resilience, whilst being responsive, open and honest about challenges	✓	
Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners	✓	
Ability to establish high expectations of self and others	✓	
Ability to work under pressure maintaining a sense of perspective	✓	
Ability to prioritise, manage own time and that of others effectively and deal with conflicting demands	✓	
Ability to work autonomously with minimum supervision, or as part of a team if necessary	✓	
Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	✓	
Excellent attendance and punctuality	✓	
Ability to travel to academies when required	✓	
Professional Development	Essential	Desirable
Evidence of recent relevant further professional development		✓
References	Essential	Desirable
Positive recommendation in professional references	✓	
Professional references without reservations	✓	