



Little Ilford School - Job Pack
Pastoral Achievement Leader



LITTLE ILFORD SCHOOL

Post	Pastoral Achievement Leader
REPORTS TO	SLT
RESPONSIBLE FOR	Deputy Pastoral Achievement Leader and Tutors in the Year team
PAY SCALE	TLR 1a (Teaching) or PO5 (Support Staff - 36 h/p/w term time only)

JOB DESCRIPTION

OVERALL PURPOSE OF THE JOB

- To raise standards of student attainment and achievement across the whole year cohort and to monitor and support student progress
- To be accountable for student progress and development across the year cohort
- To support the teaching practice of others by promoting insight into students' needs and abilities
- To help ensure students' access to an appropriately broad, balanced, relevant and differentiated curriculum, in accordance with the aims and priorities of the school and the curricular policies determined by the Governing Body and Headteacher
- To be responsible for promoting and safeguarding the welfare of students and young people
- To be accountable for leading, managing and developing the role of the tutor team
- To manage and maintain strong relationships between the Pastoral Team (PAL, DPAL, SSO and Form Tutors) and parents
- To lead year group Parents Evenings and initiate/manage other relevant information/support events for parents and students with appropriate staff in accordance with agreed protocols, utilising support to ensure maximum attendance
- To run appropriate targeted lunchtime activities/detentions, as required, to support students' learning and welfare and as a sanction to uphold the school's behaviour policy
- To ensure that lunchtimes and breaks run smoothly, that students are kept safe and that all duty rotas are properly monitored

Strategic/ Planning Operational

- To implement all school policies, procedures and relevant practices, in particular those relating to Health & Safety of staff, students and visitors
- To promote awareness of data relating to students' potential, prior attainment, abilities and needs among all members of the school community
- To provide day-to-day leadership and management of support for students' personal organisation and learning by the tutor team
- To actively monitor and track student progress, devising strategies to address underachievement and setting individual targets for students
- To identify individuals and groups in danger of underachieving, and develop strategies to support them
- To work with colleagues to formulate aims, objectives and strategic plans for the year team which have coherence and relevance to the needs of students and the aims, objectives and strategic plans and priorities of the school
- To lead planning and delivery of year assemblies and year activities

- To have overall responsibility for the attendance and punctuality of the year group and to monitor the attendance and punctuality of tutors
- To monitor and promote student welfare and social development
- To oversee and manage the tutor team to ensure the work of the team fully reflects the school's ethos and aims
- To provide quality assurance in terms of the recording and reporting of the progress of students in the year cohort
- To liaise with parents and outside agencies as appropriate
- To support the organisation of relevant parents' consultations

Curriculum provision

- To liaise with relevant members of the SLT to ensure students have access to an appropriately differentiated and challenging curriculum that suits their needs and enables them to achieve

Curriculum development

- To ensure that awareness of the needs and abilities of the students in the year cohort informs the work of curriculum leaders and the school's curriculum development
- To oversee the development and delivery of the pastoral curriculum and to ensure that tutor time is used effectively for this purpose and for students' social, moral, cultural and spiritual development
- To actively monitor and respond to the impact of curriculum developments and initiatives upon student progress
- To help ensure that student voice informs the development and implementation of the school curriculum

Staffing development

- To be responsible for the efficient and effective deployment of the tutor team
- To undertake Annual Performance Development review of the DPAL or SSO as appropriate
- To promote team work and to motivate staff to ensure effective working relations within the tutor team

Quality assurance

- To implement school quality procedures and to ensure adherence to those within the year team
- To establish and maintain the process of setting challenging targets for the team and to work towards their achievement
- To monitor and evaluate the student progress in line with agreed school procedures including evaluation against standards and performance criteria and actions from RAP meetings
- To ensure the year team's quality assurance procedures meet the requirements of Self Evaluation and the School Progress Plan

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning attendance, punctuality, attainment and behaviour
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken

Communications

- To ensure effective communication and consultation, as appropriate, with the parents of students and all external agencies
- To represent the year team's views and interests, as relevant

Management of resources

- To manage the available resources of space, staff, money and equipment efficiently.

Other pastoral

- To contribute to PSHE, citizenship, work related learning, the healthy schools agenda and enterprise education according to school policy
- To ensure the Behaviour Management system, including praise and sanctions, is implemented consistently in the year cohort so that effective learning can take place.

Additional duties

- To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and student follow this example

Other specific duties

- To continue professional development
- To undertake Annual Performance Development review
- To undertake any other duties which lie within the postholder's competence and contribute to the learning environment within the school

Person Specification

- Qualified Teacher Status or high level youth work/counselling qualifications (Essential)
- Considerable experience of working pastorally with children (Essential)
- Calm, decisive, unflustered and warm manner (Essential)
- An understanding of current educational issues (Essential)
- Experience of SIMS and data analysis (Desirable)
- Strong behaviour management skills (Essential)
- The ability to work as part of a team (Essential)

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

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PERSON SPECIFICATION:

	Essential	Desirable
CRITERIA		
Educated to a good academic level and have a high level of numeracy and literacy. Minimum C grade GCSE in Maths and English. (Application/Interview/Test)	✓	
Considerable experience of pastoral work with children and possessing relevant qualifications in children's work. (Application)	✓	
Evidence of managing complex tasks including planning, co-ordinating, organising and implementing change. (Application/Interview/Test)	✓	
Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision. (Application/Interview/Test)	✓	
High level of interpersonal, communication and presentational skills. (Application/Interview/Test)		✓
Experience of managing /supervising staff. (Application/Interview)		✓
Computer literate – MS Office etc. (Application)	✓	
Must have experience of working as part of a team. (Application/Interview)	✓	
Must be willing to work flexibly – according to the needs of the school. (Application/Interview)	✓	



LITTLE ILFORD SCHOOL
Headteacher – Ian Wilson

Learning Together Achieving Together Succeeding Together

Required for April 2018

PASTORAL ACHIEVEMENT LEADER

Salary: TLR 1a (Teaching)

or PO5 (Support Staff)

36 hours per week term time only (Support Staff)

This is a fantastic opportunity to begin or continue your leadership journey in a well led, collaborative and supportive faculty. Little Ilford is a friendly, inclusive and oversubscribed school in Newham making a big difference to the lives of our diverse student community. Last October we moved into a brand new state-of-the-art building. We have a strong reputation and high expectations of both students and staff and consider this to be an exciting place to work and develop, where creativity and innovation are nurtured. Our targets for attainment and progress are challenging, but staff have the focus and determination to realise them for the benefit of our students. We really know our students, and focus on them as individuals. Pastoral systems are strong and we value a curriculum offer and activities that educate the whole child.

As a school we are absolutely committed to ensuring that all staff have access to comprehensive professional development and have developed an exciting and impactful programme designed to offer training that makes a real difference. We value a good home/work balance and do what we can to support our staff in this respect.

We are looking for a committed, enthusiastic and high calibre pastoral leader to join our energetic and dynamic team. You will lead a team of form tutors, ensuring that the quality of pastoral care is outstanding and that all students achieve their potential.

We will support and develop you to become an outstanding leader. We are an aspirational, reflective and creative learning community where all adults are learners who take risks in order to achieve excellent results for our students.

The successful candidate will have:

- Qualified Teacher Status or high level youth work/counselling qualifications
- Proven ability to raise attainment and improve the progress of young people.
- Considerable experience of working pastorally with children including experience of safeguarding
- A calm, decisive, unflustered and warm manner
- An understanding of current educational issues
- Experience of data analysis
- Strong behaviour management skills
- The ability to work as part of a team
- The ability to relate to parents and other stakeholders

'Little Ilford is an outstanding school'

'Teaching over time is outstanding. Every individual counts and careful monitoring and intervention systems ensure all students achieve their ambitious targets'

Ofsted 2012.

To apply or obtain further information please see the vacancy section of our website
www.littleilford.newham.sch.uk or contact Fahima Begum on 0208 928 3548 /email HR@littleilford.org

The closing date is **15th January 2018 at 9am**

Interviews will be held week commencing **29th January 2018**

Little Ilford School, Browning Road Manor Park, London E12 6ET

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.