



Ivybridge Community College



Job Description

Post Title:	Non-Teaching Pastoral Leader
Location:	Across the Trust (based at Ivybridge Community College currently)
Reports to:	An appropriate Line Manager in SLT
Grade:	Dependent on experience (Devon Legacy Pay Scales, Grade E, scp 16-22)
Hours:	37 hours a week, 40 weeks per year: Monday to Friday
Responsible for:	Not Applicable

Job Purpose

The Pastoral Leader is required to lead and manage the delivery of pastoral support for an allocated Year Group.

The role of the Pastoral Leader requires accurate record keeping and communications with stakeholders at all levels, which is both timely and effective.

Job Description

Duties and responsibilities

Main Duties:

1. To be a first response for everyday pastoral concerns.
2. To monitor all students in the Year Group, both pastorally and in-line with the College PACE and epraise policies.
3. To work closely with the PACE Team, Attendance Team, Safeguarding Team and the SEND Department on intervention strategies, targeting students for intervention on all issues of a pastoral nature which may present a barrier to learning.
4. To coordinate and lead, in conjunction with the College Director a team of Tutors.
5. Support the process and implementation for students in relation to the Graduated Response Toolkit.
6. To effectively communicate with relevant colleagues across the College regarding pastoral concerns, welfare or safeguarding for particular students or groups of students as appropriate.
7. To act as a link between the College, stakeholders and outside agencies on all issues of a pastoral nature.
8. To utilise the SIMS system in order to liaise with Departments to track and intervene with internal truants or students who are consistently late for lessons.
9. To track and monitor students using epraise and intervene when appropriate.

10. To record safeguarding incidents on CPOMS, including the production of reports on students for multi-agency meetings.
11. To analyse and interpret reward data on a half termly basis to support the celebration of student success.
12. Use CPOMS logs effectively to identify patterns and inform interventions.
13. To supervise and be available during Tutor time, break and lunchtime for the Year Group.
14. To support and when appropriate lead whole Year Group Assemblies and Targeted Assemblies.
15. Support the delivery and monitoring of the Tutor programme and CPSHE lessons.
16. Confidently use the Graduated Response Toolkit to help support students
17. To support extra-curricular and out of hours activities for example Open/Tutor/Parents' Evenings.
18. Lead the celebration of students' endeavours and achievements including epraise rewards.
19. Oversee the organisation and development of quality Tutor and Parents' Evenings to ensure supportive link and communication between College and home.
20. Assist the pastoral transition between Year Groups.
21. Support the College Admission Policy and oversee the induction of new starters.
22. To help run the College Council system.
23. To support the Education Welfare Officer and internal DDSL in challenging non attendance
24. To undertake daily attendance checks for the Year Group and contact parents/carers to clarify reasons for absence.
25. Support the College Missing Student Protocol when a student is not present in a lesson.
26. To actively promote the benefits of outstanding attendance with the Tutors and students.
27. Organise work for absent students if required for medical reasons.
28. To support personalised provision of Teaching and Learning and the coordination of alternative provisions where necessary.
29. Support behaviour management in accordance with College polices.
30. To support students who require additional pastoral support: anxiety, mental health issues, self-harm, wellbeing, healthy relationships.
31. To attend and actively contribute to High Risk Student meetings to ensure that students of concern are identified early and appropriate intervention put in place.
32. Liaison with outside agencies, for example, Educational Psychologist.
33. To lead on, monitor and review the Early Help process relating to specific students and their individual needs.

34. To attend, and where necessary chair, Children In Need and Team Around the Child meetings to provide relevant information on students, including the coordination of minutes and future meetings.
35. To undertake referrals for students and/or their families as specific needs are identified.
36. To ensure strict confidentiality in all areas of work.
37. To comply with the College's Child Safeguarding Procedures, including regular liaison with the Safeguarding Team over any safeguarding issues or concerns.

General

1. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
2. To maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
3. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
A good level of education to include GCSE (or equivalent) Grade C or above in Mathematics and English	E	✓	
Level 3 Safeguarding or willingness to work towards	E	✓	
Experience:			
Experience of working in a busy, fast paced environment	E	✓	✓
Experience of communicating with parents effectively and other stakeholders	E	✓	✓
Experience of epraise	D	✓	
Experience of SIMS and CPOMS	D	✓	✓
Experience of multi-agency meetings and outside agency liaisons	D	✓	✓
Knowledge, Skills and Abilities:			
Ability to deliver intervention programmes to individuals or small groups of students	E	✓	✓
Confidence and ability to train and direct other staff in delivering intervention	E	✓	✓
Ability to use data and present solutions	E	✓	✓
Excellent communications skills, both verbal and written, including effective communication skills with students	E	✓	✓
Compassionate, caring and positive	E	✓	✓
Hardworking and resilient	E	✓	✓
Acts on own initiative	E	✓	✓
Creative and innovative	E	✓	✓
Competent IT Skills, including Microsoft Excel	E	✓	✓
Enthusiastic and committed to meeting the needs of students	E	✓	✓
Ability to work within a team and independently using own initiative	E	✓	✓
Ability to manage own work load	E	✓	✓
Flexible and adaptable to the needs of the role	E	✓	✓
Able to maintain confidentiality and use discretion at all times	E	✓	✓

Further Requirements:			
Work effectively as part of the College team while also having the ability to work independently	E	✓	✓
Ability to identify and engage in training / CPL opportunities for role requirements	D	✓	✓