

## Pastoral Year Leader

Full-Time (36 hours 40 minutes per week) Term time plus 3 weeks holiday working

### PURPOSE OF POST

To be responsible for the co-ordination of pastoral care, guidance and support of students in a year group/s.  
To ensure systems and processes are in place to monitor, track and improve the behavioural, social and emotional progress of individual students as well as their attendance and progress.

### Reporting To

Senior Leader responsible for personal development

### Contacts

Pupils, Staff and Visitors

### KEY TASKS

1. Researching best practice in relation to developing the role of Pastoral Year Leader in the academy.
2. Liaising with external agencies and stakeholders as required to ensure students are well supported.
3. Taking responsibility for own continuing professional development.
4. Develop a positive culture within the year group/s consistent with the academy vision through strong pastoral care and education.
5. Monitoring, tracking and acting on information as appropriate for individual students in the following areas: progress, uniform, equipment, behaviour, attendance, punctuality, safeguarding and welfare.
6. Using data to support monitoring and tracking of progress, welfare information and attendance.
7. Identifying students who may need extra support, intervention or alternative programmes and liaising with the appropriate pastoral and SEN/D staff to facilitate this provision.
8. Building positive and professional relationships with students, parents and carers, ensuring all are informed of: progress, uniform, equipment, behaviour, attendance, punctuality and welfare concerns.
9. Supporting Form Tutors with the mentoring and monitoring of students in their Form Groups.
10. Undertaking training sessions to establish common working practices, supporting the DHT in developing a consistent ethos.
11. Ensuring that the appropriate ethos, checks and activities are in place during form periods /assemblies.
12. Supporting teaching staff who experience problems with particular students in the Year Group/s.
13. Ensuring that Whole School issues and Year Group specific issues are addressed successfully.
14. Leading on Transition arrangements for new students into the academy.
15. Carrying out duties as part of a rota including detentions, lunch duty, IEU cover, etc.
16. Actively promoting and supporting the distinctive Christian ethos and values of the Academy.
17. Leading and supporting Year Group and Faith Assemblies for students.
18. Encouraging the development of extra-curricular activities within the Year Group/s.
19. Supporting and complying with Academy policies and risk management procedures, e.g. Child Protection, e-Safety, Health & Safety, Data Protection, Performance Management, etc.
20. Carry out other duties from time to time as directed by the Headteacher.

### STANDARD DUTIES

1. Understand the importance of inclusion, equality and diversity, when working with pupils and with colleagues, and to promote equal opportunities for all.
2. Uphold and promote the values and the ethos of the school.
3. Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.

4. Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. Participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. Undertake any other additional duties commensurate with the grade of the post.
7. Work with colleagues sharing supervision and providing a safe environment for pupils.
8. Undertake appropriate training and share skills and expertise with others as required.

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

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

Please demonstrate how you meet these criteria. CVs will not be accepted.

PASTORAL YEAR LEADER	Essential/ Desirable	How identified (A/I/T)
<b>Qualifications</b>		
High level of general education including GCSE Maths and English, or equivalent	E	A
NVQ3 in youth work, social work or equivalent	D	A
Qualification in education, youth work or counselling	D	A
Willingness to obtain a First Aid Certificate	D	A
Hold current valid Emergency First Aid at Work / First Aid at Work qualification	D	A
<b>Professional Experience and Knowledge</b>		
Experience of working with children/young people to improve outcomes	E	A/I
Work experience in secondary school/academy settings	E	A/I
Knowledge, understanding and experience of child protection and wider safeguarding remit	E	A/I
Experience and success in working with external agencies	E	A/I
High expectations	E	A/I/T
Partnership working and collaboration	E	A/I/T
Evidence of impact upon outcomes in working with children /young people in pastoral settings	D	A/I
Experience of developing and leading strategies to secure improvement	D	A/I
Experience of engagement of young people/children to improve outcomes	D	A/I
Evidence of safeguarding experience in the widest of settings	D	A/I
<b>Professional Skills</b>		
The ability to learn quickly, assimilate ideas, generate understanding, be challenged, and be flexible	E	I/T
The ability to support coherent, manageable, systems and policy	E	I/T
High-level communication skills, including an understanding of the need, and the skills to build relationships and to keep people informed	E	I/T
An understanding of school and academy policy, systems and procedure	D	I/T
The ability to create coherent, manageable, sustainable systems and ensure all stakeholders are involved	D	I/T
The ability to lead, manage, influence, and challenge others	D	I/T

Evidence of having used data to bring about real, impactful improvement	D	I
Counselling skills/abilities	D	I
<b>Professional Qualities</b>		
Passion for the best possible provision and continuous improvement of attendance, behaviour and learning	E	A/I/T
Emotional intelligence and self-awareness	E	A/I/T
A team player and networker who collaborates with others	E	A/I/T
Excellent time management and prioritisation skills and flexibility	E	A/I/T
The ability to be positive in the face of challenges and adversity	E	A/I
Presence and credibility	E	A/I/T
Management ability and experience	D	A/I/T
A team player and networker who collaborates with, involves and informs others and who can shape discussion	D	A/I/T
Excellent interpersonal skills	D	A/I/T
Ability to communicate verbally with and write coherent and literate reports for a range of stakeholders, including external agencies	D	A/I/T
Personal resilience, persistence and perseverance with pupils, staff, parents, governors	D	A/I/T
Creativity – curiosity, imagination, the ability to question, think, research and develop solutions	D	A/I/T
<b>Ethos</b>		
Support the school's Christian ethos	E	A/I
The ability and willingness to lead Christian assemblies with integrity. All staff are fully supported in leading worship by the school's Chaplain	E	A/I/T
<b>Safeguarding</b>		
Displays commitment to the protection and safeguarding of children and young people	E	A/I/T

A = Application I = Interview T = Tasks

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview.