

South Dartmoor Community College

Job Description



Job Title:	Assistant Pastoral Leader (Non-Teaching)
Location:	Across the Trust based at South Dartmoor Community College
Grade:	NJC Grade D, Scale point 8-12 (£24,702 - £26,421 pro rata) dependent on experience Actual <5 years' service £21,157 to £22,629 Actual >5 years' service £21,630 to £23,136
Hours:	37 hours a week, 39 weeks per year – Monday to Friday
Reports to:	Assistant Head teacher (Culture – Behaviour & Attitudes, Attendance).

Purpose of Job

Under the direction of the Assistant Head teacher, within an agreed system of supervision, the post holder is required to underpin the effective day-to-day delivery of pastoral support for an allocated Year Group, or groups.

The role of the Assistant Pastoral Leader requires accurate record keeping and communications with relevant stakeholders at an appropriate level, which is both timely and effective.

Duties & Responsibilities

Main Duties:

- Responsible for responding to everyday pastoral concerns within recognised procedures.
- To assist the Assistant Head teacher and if applicable HoY with the monitoring of all students in the Year Group, both pastorally and in-line with the College policies.
- To work closely with the HoY, 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
- Support the process and implementation for students in relation to the Graduated Response Toolkit.
- To effectively communicate with relevant colleagues across the College regarding pastoral concerns, welfare or safeguarding for particular students or groups of students as appropriate.
- To act as a link between the College, stakeholders and where directed to do so outside agencies on all issues of a pastoral nature.
- 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.
- To track and monitor students using epraise and intervene when appropriate.
- To record safeguarding incidents on CPOMS.
- Input to the analysis of reward data on a half termly basis to support the celebration of student success.
- Use CPOMS logs effectively to identify patterns and inform interventions.
- To supervise and be available during Tutor time, break and lunchtime for the Year Group.
- Contribute to whole Year Group Assemblies and Targeted Assemblies, where requested to do so.
- To contribute to extra-curricular and out of hours activities for example Open/Tutor/Parents' Evenings.
- Support the HoY team with the celebration of students' endeavours and achievements.
- Contribute to the organisation and development of quality Tutor and Parents' Evenings to ensure supportive link and communication between College and home.
- Assist students with the pastoral transition between Year Groups, within recognised procedures.
- Support the College Admission Policy and oversee the induction of new starters.
- To support the Education Welfare Officer and safeguarding team in challenging non-attendance
- To contribute to the undertaking of daily attendance checks for the Year Group and contact parents/carers to clarify reasons for absence.
- Follow the College Missing Student Protocol when a student is not present in a lesson.

- To actively promote the benefits of outstanding attendance with the Tutors and students.
- Assist with the organisation of work for absent students if required for medical reasons.
- Support the attendance team to develop and strengthen effective home school liaison channels to improve persistent absenteeism.
- Implement behaviour management strategies in accordance with College policies.
- Within defined parameters, provide support to students who require additional pastoral support within own area of competence: anxiety, mental health issues, self-harm, wellbeing, healthy relationships.
- To attend High Risk Student meetings in a supportive capacity to ensure that students of concern are identified early and appropriate intervention put in place through the correct channels.
- To provide information to the HoY and Safeguarding Teams, to support in the monitoring and review of the Early Help process relating to specific students and their individual needs.
- To attend, Children in Need and Team Around the Child meetings to provide relevant information on students.
- To identify and escalate concerns to the HoY and Safeguarding Leads, so that they make referrals for students and/or their families as specific needs are identified.
- To comply with the College's Child Safeguarding Procedures, including regular liaison with the Safeguarding Team over any safeguarding issues or concerns.

WeST

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

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This document outlines the duties and level of responsibilities required of this post at the time of appointment. It is not an exclusive or comprehensive list. Duties may vary from time to time without changing the characteristics of the job or level of responsibility.

Job Description produced by Executive Head teacher, December 2023