



Job Description (maternity cover) PASTORAL AND ACADEMIC LEADER (PAL)

Reports to: Assistant Headteacher

Working arrangements: Maternity cover. Full time – need to work flexible hours

Mission statement

We are a community living and growing in the Catholic faith. The life and teachings of Jesus Christ are the foundation of all that we undertake. We expect all the members of our community to:

- be responsible citizens upholding Gospel values in our society
- contribute to providing the best possible education for all
- work together, valuing and nurturing all relationships
- maintain an environment that allows all individuals to flourish and enjoy their education
- honour the aims and purposes of the College.

In this way we are Serving God and Striving for Excellence in everything we do.

1. MAIN PURPOSE OF JOB

All staff are expected to promote and support the College's Mission statement and aims, and the welfare and safeguarding of all students. This post holder must also promote and support the academic progress, spiritual and moral development and pastoral support of all students they oversee.

2. KEY RESPONSIBILITIES (WITH SUPPORT FROM SLT)

- Lead on all aspects of progress, behaviour and pastoral support for the students the PAL oversees
- Maintain up to date records on each student covering attainment, progress, attendance, punctuality and behaviour
- Routinely meet with students to identify where they are and where they need to get to
- Monitor underachievement using robust data tracking systems and design and implement suitable strategies to tackle underachievement providing regular updates to those at risk to the Senior Leadership Team (SLT)
- Carry out regular reviews of the rewards and sanctions issued to the students and provide regular reports to the SLT
- Oversee Internal Exclusion
- Work alongside the SLT to ensure delivery of an appropriate PHSCEE programme to develop students as 21st century citizens who are supportive of the common good
- Do learning walks to ensure the highest standards of behaviour and progress

- Take an active role in transition activities
- Monitor targets set for students and ensure students at all levels are provided with the appropriate support to achieve or exceed their potential
- Liaise with Heads of Department, the SEND team, the EAL and Most Able Co-ordinator to ensure the needs and aspirations of all individuals are met
- Support whole school self evaluation structures and write appropriate improvement plans
- Support extra-curricular activities including homework clubs, promote and plan social activities for the students
- Attend and support activities in which the students participate
- Attend all parents evenings and after school meetings associated with the students the PAL oversees
- Undertake first aid training and be part of the college first aid team
- Monitor attendance, punctuality and uniform of the students and initiate actions as necessary
- Work closely with the Assistant Headteacher of Inclusion and support agencies to promote the well being of all students and identify those who may benefit from support
- Carry out break and lunchtime supervision duties to ensure students are integrating effectively and monitor their behaviour on the playground
- Make regular contact with parents/carers to develop strong home school links and ensure all parents are accessible to the College
- Support students in their preparations for tests and examinations
- Lead on promoting the House System
- Maintain student Notice Boards to highlight successes
- Take a lead role in acts of worship and assemblies
- Lead and support Tutors in their roles
- Undertake other reasonable duties as required by the Leadership Team.

3. OTHER DUTIES AND RESPONSIBILITIES

Performance Management

- Model high professional standards
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file).

Undertake such other duties as the Headteacher from time to time may direct.

This is a description of the main duties and responsibilities of the post at the date of production. This job description is not necessarily a comprehensive definition of the post. The duties may change over time as requirements and circumstances change. The job description will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.