



Job Description

POST:	Pastoral Leader
RESPONSIBLE TO:	Senior Pastoral Leader & Deputy Principal
SALARY:	SCP11-15 (£21,166- £22,911 FTE)
Working Pattern:	Full time, term time only plus 5 days
LOCATION:	Oasis Academy MediaCityUK
DISCLOSURE LEVEL:	Enhanced

JOB PURPOSE:

To work as a member of the pastoral team to implement the academy behaviour policy and ensure consistently excellent standards of behaviour in the academy every day.

To develop student character and habits and to support them to make the right choices and understand the consequences of their actions

SPECIFIC RESPONSIBILITIES:

- To work as a key member of the pastoral leader team to promote consistently high expectations and positive behaviour in classrooms and around the academy
- Able to develop a positive climate for learning and environment based on mutual respect
- To develop, implement and review pastoral support plans for students identified as at risk of exclusion
- To demonstrate a strong commitment to the Oasis ethos and habits to help develop student character
- To develop restorative justice procedures to resolve conflict, to encourage students to reflect on their mistakes and develop positive relationships
- To lead on all matters concerning the social, emotional and mental health wellbeing of all students in their year group
- To communicate on a professional level with staff, other professionals and parents/carers
- To contribute to the safety, personal development and wellbeing of all students
- To support our most vulnerable young people to ensure they are able to achieve and progress
- To maintain high standards of student uniform
- To work with the Pastoral Administrator to ensure accurate information is recorded and sent to parents/carers with regard to Internal Exclusion (IE) and Remove
- To develop a calm environment that is conducive to purpose when supervising students in isolation
- To assist the attendance officer in ensuring excellent standards of attendance and strategies to reduce persistent absence, including accompanying staff on conducting home visits as required
- To supervise students during break, lunch and before and after school as required

- To be responsible for supervising detentions for their year group.
- To be responsible, at the request of the Principal, for the drawing up of formal reports for case conferences, behaviour panels, exclusion panels and other similar events.
- To be responsible for assisting in the development of the academy positive reward systems

Relationships with parents and the wider community

- To develop positive relationships with parents and carers which ensure we work in partnership with them to implement the Home Academy Agreement
- To be first port of call for parents and carers keeping them fully aware of any concerns regarding the behaviour of their child
- To be responsible for the monitoring of the behaviour of all students on report and liaising with both teachers and parents
- To prepare and present informative reports to parents.
- To liaise with partner professionals responsible for students' welfare, care and guidance as required
- To promote positive relationships, respect for equality and diversity and community cohesion

Managing own performance and professional development

- Understand the professional responsibilities in relation the Academy policies and practices.
- Set a good example to the students in personal presentation and conduct
- Reflect critically on professional practice and participate in training and development opportunities as required to improve personal effectiveness

Managing and developing staff and other adults

- Establish effective working relationships with professional colleagues including, where applicable

Safeguarding Children

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
- To support the Child Protection Officer in by attending meetings and supporting case work for any student in the year group that is on the child protection register.

Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.
- To take on any whole school initiative or responsibility that the Principal may direct.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.



PERSON SPECIFICATION

Our Purpose

- Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

- Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our Academies. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.
- For further information, please refer to the Education Charter document which accompanies this job description.

	<ul style="list-style-type: none"> Essential 	<ul style="list-style-type: none"> Desirable
Qualifications	<ul style="list-style-type: none"> Level 2 English GCSE qualification or equivalent 	Post 16 qualifications in learning support, youth work or behaviour management
Professional Development	<ul style="list-style-type: none"> Evidence of a commitment to own professional development Commitment to a career working with young people in an educational context 	Recent relevant in-service training
Experience	<ul style="list-style-type: none"> Successful experience of working with young people Experience of using behaviour management strategies with young people Experience of working effectively within a team Experience of delivering effective outcomes when working to tight deadlines Experience of working with numerical and 	<p>Experience of working in a highly confidential environment</p> <p>Experience of working in a similar role</p>

	statistical data	
Knowledge	<ul style="list-style-type: none"> • Good knowledge of intervention and behaviour support strategies • Strong understanding of DFE legislation on how to keep children safe in education 	An understanding of how schools operate
Skills	<ul style="list-style-type: none"> • High levels of tact, diplomacy, discretion and ability to respect confidentiality • Calm and adaptable with an ability to work in a flexible and busy environment • Excellent organizational and prioritization skills • Excellent interpersonal skills • Ability to carry out routine and clerical tasks • High expectations of behaviour • Able to challenge without confrontation and de-escalate tension and conflict • Able to sue Microsoft office 	
Commitments	<ul style="list-style-type: none"> • A belief that young people can be successful with appropriate support to challenge barriers to learning • Able to demonstrate a commitment to the behaviours and values that flow from the Oasis ethos • Commitment to safeguarding and promoting the welfare of children and young people • Promotion of extra-curricular activities/educational visits 	
<ul style="list-style-type: none"> • Personal 	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Able to demonstrate sensitivity, empathy and compassion • Able to present to students as a credible and authoritative leader • Passion for improving outcomes for young people • Enthusiastic, reliable and flexible • Willingness to undergo appropriate checks, including enhanced DBS checks 	Ability to drive and use of car