



Hall Park
Academy

JOB DESCRIPTION – ASSISTANT HEADTEACHER: PASTORAL

Job Purpose	<p>In consultation with the Head of School, lead the pastoral vision for the school</p> <p>Lead the pastoral team consisting of 4 Heads of House and their tutors by supporting and developing their roles in student development</p> <p>Encourage pupils' engagement with the education process by ensuring attendance that is at or above national average</p> <p>Work with other members of the Senior Leadership Team to formulate aims, objectives and strategic plans for the school's pastoral systems</p> <p>Promote the highest standards of student behaviour, attendance and punctuality, conduct and attitudes</p>
Main Responsibilities	<p>Lead on aspects of the School Improvement Plan as directed and provide evidence of impact</p> <p>Oversee analysis of behaviour and attendance data and action plan accordingly</p> <p>Line management of specific Heads of Faculty</p> <p>Line management of the PSHE coordinator to ensure a high quality tutorial programme is delivered</p> <p>Leadership of Key 2 -3 transition including Year 6 induction and recruitment</p> <p>Promote whole-school wider curriculum activities</p> <p>Liaise with appropriate outside agencies and SENDCO</p> <p>Contribute to the effective day to day management of the school including organising and carrying out supervisory duties</p> <p>Be a high profile presence during the school day and at school events</p> <p>Represent the school within the local and wider community as required</p> <p>In addition, to undertake whole school responsibility in specific areas as designated by the Head of School</p>
Operational and strategic responsibilities	<p>Support Heads of House and tutors in the development of programmes and strategies which ensure student progress and raise standards, including tracking, monitoring and interventions</p> <p>Actively monitor and follow up students' personal, social and academic progress, including attendance and punctuality</p> <p>Work with the Heads of House, tutors and other colleagues to formulate aims, objectives and strategic plans for the pastoral area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school</p> <p>Chair weekly Heads of House meetings and other meetings within the school as appropriate</p> <p>Communicate with and liaise with tutors and appropriate support staff to maintain records and information in line with school policy</p>





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	<p>Support the implementation of whole school policies and procedures for example inclusion, behaviour management, student and parental voice, rewards and sanctions, health and safety etc</p> <p>Liaise with curriculum leaders and other leaders (e.g. SEN) to ensure that effective personalised learning provision is delivered to targeted students</p> <p>Monitor the progress and well-being of individual students and of House groups as a whole and contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required</p> <p>Inform appropriate staff regarding student concerns and make recommendations as to how these may be resolved</p> <p>Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</p> <p>Ensure the maintenance of accurate and up-to-date pastoral records on PARS and SIMS</p> <p>Make use of analysis and evaluate performance data provided by SISRA and other packages</p> <p>Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken</p>
Other responsibilities	<p>Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all</p> <p>Uphold and promote the values and the ethos of the school</p> <p>Implement and uphold the policies, procedures and codes of practice of the School, including data protection, health & safety and safeguarding</p> <p>Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the Pastoral team and school</p> <p>Monitor and challenge professional standards within the pastoral system</p> <p>Support the development of colleagues through monitoring, mentoring and coaching</p> <p>Participate in the interview process for teaching posts when required and support effective induction of new staff in line with school procedures</p> <p>Promote team work</p> <p>Attend and participate in relevant meetings as appropriate</p> <p>Undertake any other additional duties commensurate with the grade of the post as directed by the Head of School and/or his representative</p>



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