



**Bristol Cathedral Choir School**

**Pastoral Support Leader**

<b>Post:</b>	Pastoral Support Leader
<b>Responsible to:</b>	Assistant Headteacher for Behaviour and Attitudes
<b>Core Purpose:</b>	To support the academic progress and pastoral care of students

**Specific Responsibilities:**

**Academic support and Pastoral Care**

- To assist the Assistant Headteacher and Heads of Year in delivering excellent academic support and pastoral care. There will be a particular focus on specific Year Group
- The successful candidate will uphold and demonstrate the ethos that through personalised intervention and monitoring, every pupil will have every opportunity to develop into responsible, self-motivated, high achieving lifelong learners.

**Main duties**

- Deliver excellent pastoral care for all students, identifying and intervening with students where needed and assessing the impact of interventions.
- Assist the HOY with tracking and improving progress, behaviour and attendance of students.
- To help remove welfare barriers to learning, enabling students to make good progress. In particular supporting vulnerable learners to make good progress.
- To deal with issues in a positive manner, communicating actions to staff and parents as appropriate.
- To enforce expectations with regard to uniform, attendance, punctuality and respectful behaviour.
- To be proactive in supporting the school behaviour system by being a strong presence in corridors at lesson changeovers, break times, end of lunchtimes, end of the school day.
- To liaise with tutors on issues of a pastoral nature, with active involvement in tutor meetings.
- To support individual students to access lessons and learning, helping them to meet expectations of teachers.

- To actively use SIMs to ensure incidents and actions are meticulously logged.
- To liaise with outside agencies and attend meetings as appropriate.
- To attend meetings and reviews as necessary, making contact with parents as required.
- Liaising with and referring to external agencies, for safeguarding, pastoral support, interventions and behaviour management.
- Support the HOY in managing behaviour referrals for students.
- Monitoring and improving attendance and behaviour. Liaise with Heads of Year and the attendance officer on behaviour and attendance of students to track and improve their progress
- Liaise directly with pupils and parents/carers to discuss behaviour and pastoral issues.
- Deliver mentoring sessions in small groups or one to one to students as appropriate
- Attend relevant CPD training programmes relevant to the post.
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events.
- Take an active part in the transition of new starters to BCCS.

#### **Decision Making:**

- The post holder will have discretion in giving consequences for behaviour infringements, including Level 2 detentions, internal isolation and recommendations on external exclusions; discretion on contacting parents; discretion on making minor modifications to programmes of support.
- The jobholder may make decisions e.g. re type of support programme and disseminate to senior staff, tutor, attendance officer and parent; to individual students on personal and social interaction and emotional management.

#### **Working Environment:**

- There are frequent interruptions by students, but this is the nature of the post. The job involves resolving some conflicting priorities, particularly as they relate to crisis situations.
- The jobholder comes into contact with students and parents who can present challenge.

#### **Knowledge and Skills:**

- The jobholder requires a good standard of practical knowledge and skills in supporting young people, building relationships with parents and a range of professionals, learning support techniques and data base and administrative skills

**General Responsibilities:**

- To uphold standards and school ethos
- To establish and maintain effective relationships and communication with staff, parents & students
- To uphold the high standards of the Academy in all communications
- To play a full part in the life of the Academy community, supporting its mission & ethos
- To adhere to the Academy's policies
- To engage actively in the staff review and development process
- To undertake professional development
- Where required, cover lessons for absent teachers.

*Other such duties as shall be required by Head of School in accordance with responsibility*

The duties outlined in this job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.