



## Job Description

Post Title	<b>Director of Pastoral Provision</b>
Core purpose:	<p>You are required to carry out the duties of a schoolteacher as set out in the Schoolteachers' Pay and Conditions Document and such specific additional duties as form part of this job description.</p> <p>As Director of Pastoral Provision and a member of the Associate Senior Leadership Team at Mulberry UTC, you will:</p> <ul style="list-style-type: none"> <li>• Take responsibility for the school's pastoral care and student welfare services.</li> <li>• Line manage three Heads of House within the vertical House system.</li> <li>• Coordinate procedures for monitoring and improving student attendance.</li> <li>• Oversee the tutorial programme and the PSHE curriculum.</li> <li>• Ensure students have access to a full programme of enrichment and extra-curricular activities and that all students participate in this programme.</li> <li>• Take responsibility for students with medical conditions (including liaison with the school nurse).</li> <li>• Take a leading role in relation to child protection and safeguarding.</li> <li>• Teach within your own subject area.</li> <li>• Provide professional development and leadership opportunities for other members of staff within the school, to support succession planning.</li> <li>• Take a leading role in the development of Mulberry UTC as a beacon of excellence in academic and technical education.</li> </ul> <p>All members of staff within Mulberry UTC are responsible for:</p> <ul style="list-style-type: none"> <li>• Promoting and modelling high standards of teaching, learning and assessment</li> <li>• Ensuring the general good order and discipline of Mulberry UTC</li> <li>• Supporting the development of positive relationships with sponsors, partners and the local community, including parents and local businesses</li> <li>• Implementing school policies and procedures</li> <li>• Safeguarding and promoting the welfare of students attending Mulberry UTC</li> </ul> <p>All staff are expected to have a clear understanding of the aims, objectives and ethos of Mulberry UTC, an awareness of its role in the community and a commitment to its vision of providing outstanding academic and technical learning. It is essential that the school's academic and pastoral frameworks are seen as inter-related and that all members of staff take responsibility for both the academic progress and the pastoral welfare of students.</p>
Reporting to:	Vice Principal/Assistant Principal
Liaising with:	Other teachers and non-teaching staff, members of the Senior Leadership Team, students, parents/carers and outside agencies.
Salary / Grade	L6 - 10



<p>Strategic and operational leadership:</p>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Be accountable for pastoral care of all students in the school, with a particular emphasis on vulnerable groups including looked after children.</li> <li>• Ensure CPOMS is used effectively by staff in order to safeguard students effectively.</li> <li>• Ensure safeguarding incidents logged on CPOMS are actioned immediately by the most appropriate member of the pastoral team.</li> <li>• Ensure a common approach to pastoral care is taken across the school, so that pastoral teams can effectively support students' learning and welfare.</li> <li>• Ensure the Heads of House are actively involved in creating a positive, supportive and engaging environment for students.</li> <li>• Ensure the Heads of House develop and deliver an appropriate tutorial programme for students in all year groups.</li> <li>• Oversee systems for monitoring student attendance and behavior and ensure action is taken to address any persistent issues.</li> <li>• Oversee the PSHE curriculum for all year groups, including the introduction of RSE, and ensure that curriculum delivery is of a high quality.</li> <li>• Ensure the Heads of House put into place a full programme of enrichment and extra-curricular activities and enrichment, including trips and visits.</li> <li>• Monitor students' involvement in enrichment and extra-curricular activities, and follow up to ensure all students participate.</li> <li>• Line manage the Pastoral Support Officer.</li> <li>• Line manage the School Counsellor.</li> </ul>
<p>Curriculum Provision and Development</p>	<ul style="list-style-type: none"> <li>• Ensure the pastoral curriculum meets students' needs and that it is in keeping with the strategic purpose of Mulberry UTC and with statutory requirements.</li> <li>• Support teachers of PSHE to navigate curriculum requirements, including the introduction of Relationships and Sex Education.</li> <li>• Regularly review and, where appropriate, revise the pastoral and tutorial curriculum on offer to students.</li> </ul>
<p>Staff Development and Performance Management</p>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Work alongside the Principal and other members of the Senior Leadership Team to create a flourishing, exciting and innovative professional learning community where achievement and enjoyment of learning is valued and celebrated.</li> <li>• Recognise the talents and interests of individuals and create appropriate professional learning opportunities for colleagues within the school.</li> <li>• Advise subject teachers about how to support students' emotional well-being, including how to build students' confidence and enjoyment in learning a subject.</li> <li>• Support members of teaching staff to create a positive culture of learning within their classrooms, and to maintain the highest possible standards of behaviour within lessons.</li> <li>• Ensure that subject teachers are engaging with pastoral teams in a positive and constructive way.</li> <li>• Comply with statutory requirements and the school's policies and procedures in respect to recruitment and deployment of staff, quality assurance, management information and the management of resources.</li> </ul>

Quality Assurance:	<ul style="list-style-type: none"> <li>• Ensure all members of the pastoral team are providing a high quality of support for students.</li> <li>• Ensure all members of the pastoral team develop regular, robust and accurate ways of evaluating the impact of their work.</li> <li>• Regularly collate information about the quality of pastoral care within the school and the impact of this on students, share this with the Senior Leadership Team and take action where appropriate to address any issues that arise.</li> <li>• Work closely with the Senior Leadership Team to ensure consistent approaches to pastoral care and support are taken across the school.</li> </ul>
Management Information	<ul style="list-style-type: none"> <li>• Ensure the maintenance of accurate and up-to-date information concerning student attendance across the school.</li> <li>• Produce reports for the Senior Leadership Team, the Local Governing Body and the Trust in relation to attendance, behaviour and other aspects of pastoral work within the school.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Work closely with parents/carers to support a culture of high expectations, good attendance, achievement and progression.</li> <li>• Engage with existing partners and actively seek new ones, to maximise the benefits of shared facilities, resources and staff.</li> <li>• Invite and engage parents/carers, community representatives, employers and other organisations into Mulberry UTC to enhance and enrich its role, work and value in the community.</li> </ul>
Management of Resources:	Manage effectively the available resources of space, staff, money and equipment, in accordance with the limits, guidelines and procedures laid down in UTC policies.
Teaching:	Undertake an appropriate programme of teaching in accordance with the duties of a teacher, commensurate with the grade of this post.
Additional Duties:	Play a full part in the life of the school community, supporting the aims and ethos of Mulberry UTC and encouraging all staff and students to follow this example.

## **Health and Safety**

The Health and Safety at Work Act (1974) places duties on all employees:

- (1) to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- (2) to co-operate with the Principal in so much as is necessary to enable the Principal to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- (3) not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- (4) to care for and oversee the appearance of the building;
- (5) to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct as at Friday 29<sup>th</sup> April 2021. It is not prescriptive, nor necessarily a comprehensive definition of the post and may be subject to amendment after consultation with the post holder to meet the developing needs of the school.

## Person Specification: Director of Pastoral Provision

MINIMUM REQUIREMENTS	ESSENTIAL/ DESIRABLE
Proven track record as a teacher and as a leader within London or in another inner city school, academy, college or equivalent learning environment.	Essential
Qualified Teacher Status (QTS or QTLS)	Essential
A track record of raising standards and maintaining outstanding outcomes for all students.	Essential
Experience of leading a high-performing team and supporting the professional development of other teachers.	Essential
An understanding of effective pastoral provision and how to put this into place for students.	Essential
Experience of monitoring and tracking performance in teams, with the proven ability to hold people to account and to effectively tackle any under-performance.	Essential
A deep understanding of the issues involved in developing members of the pastoral team and experience of working to improve the performance of colleagues.	Desirable
Experience of successfully implementing initiatives to improve the quality of pastoral provision within a school context.	Desirable
Aware of current relevant legislation relating to child protection and safeguarding.	Essential
Demonstrable ability to lead a team, valuing the contribution of other members.	Essential
Demonstrable commitment to all school policies.	Essential
The capacity and desire to develop skills and experience in the senior leadership of pastoral provision within Mulberry UTC.	Essential
Willingness to make a full contribution to the work of the senior leadership team in leading and managing the operational and strategic processes of the school.	Essential