**CAMBORNE SCIENCE AND INTERNATIONAL ACADEMY**



**JOB DESCRIPTION**

**Job Title:** Pastoral Leader

**Grade:** G

**Responsible to:** Assistant Principal KS3/4

**Supervisory responsibility:** Pastoral Care Officer

**Important Functional Relationships:** Internal

Principal, Teachers and Support Staff and students

External

Parents

# Main Purpose of Job

To take lead role in meeting the pastoral, behavioural, welfare and safeguarding needs of students in a year group.

# Main Duties and Responsibilities:

1. To lead on the day to day operation of the pastoral system for a year group and individual students, including: behaviour; attendance; safeguarding; emotional needs; and welfare needs.

2. To be directly responsible to the Assistant Principal regarding leadership of the year group.

3. To support form tutors with fulfilling their responsibilities in addressing day to day operational issues, for example, uniform and Learning Ready.

4. To create and maintain a positive ethos within the year group.

5. To analyse behaviour management data and in liaison with the Assistant Principal implement, monitor and evaluate intervention strategies.

6. To analyse attendance data and in liaison with the Attendance Officer and Assistant Principal implement, monitor and evaluate intervention strategies. To be accountable for the attendance of a year group.

7. To ensure that school records are fully maintained for each year group and disseminate information and guidance as appropriate.

8. To support the transition process from Key Stage 2 to 5.

9. To liaise with outside agencies as appropriate and take a lead role in setting up and supporting processes, for example, TAC and CHiN meetings.

10. To develop and maintain effective links with parents and carers to support the safety, welfare and success of their child.

11. To make a contribution to the assembly programme, where relevant.

12. To support the Assistant Principal in the quality assurance and monitoring of the year group, including uniform, behaviour, attendance, punctuality and Learning Ready.

13. To support the Designated Safeguarding Leads in meeting the safeguarding needs of students.

14. To lead on the management of the Close Supervision Room and contribute to its supervision.

15. To issue advice, support and direction to wider staff regarding pastoral matters.

16. To participate in duties, including break, lunch and detention rota, at the direction of the SLT.

To help improve the independence, self-confidence and resilience of students through building self-esteem and encouraging independence through the development of self-help skills.

Employee Signature:

Date:

**Pastoral Leader - Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Relevant Experience** | Good standard of practical knowledge, skills and experience of working with children/young people in a supportive role. | Experience of working with children within a school environment or similar.  Experience of successfully leading a team.  Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and safeguarding. | Application form  Interview. |
| **Education & Training** | Qualified NVQ level 3 (or equivalent qualification), or be able to demonstrate equivalent knowledge or experience in a school based setting.  5 GCSEs’ (A\*-C) (or equivalent) including Maths and English. | Professional qualifications/CPD relevant to the job description. | Application form  Interview. |
| **Additional Knowledge & Skills** | Excellent decision making skills.  Ability to prioritise, plan and organise.  Ability to delegate where appropriate and successfully achieve goals.  Excellent communication skills – verbal and written.  Good ICT skills  Able to prioritise between different demands.  Able to work under pressure and to meet deadlines.  Self-motivated, enthusiastic and able to work in a team.  An interest in children & education.  Patient & friendly approach.  Ability to rise to new challenges.  To have energy, perseverance, self-confidence, enthusiasm, intellectual ability, reliability, integrity and a good sense of humour.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. | Knowledge of a range of issues relevant to education and child development.  Experience of working with external agencies.  Extra-curricular talent or skill that candidate could bring to enhance the learning environment. | Application form  Interview |