

# Job Description

<b>Role:</b>	<b>Pastoral Leader</b>	<b>Salary Range:</b>	4	<b>Notice Period:</b>	1 Month
<b>Line Manager:</b>	Assistant Headteacher Pastoral	<b>Head of Faculty:</b>			Business Manager

## Role Purpose

- To be responsible for managing pastoral systems that support excellent student safety, behaviour, welfare and attendance. The post holder will be required to communicate effectively and efficiently with staff, students, outside agencies and suppliers.
- To provide support to the Pastoral Manager in carrying out the identified responsibilities below.
- To be line managed by the Pastoral Manger.

## Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision-making and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

## Duties and Responsibilities

Behaviour Management; Systems and Processes

- To support the management of and administration of pastoral systems e.g. Whole School Behaviour management systems to include the administration of detentions, isolations, suspensions and exclusions, with due regard to both statutory obligations and School policy.
- Supporting with alternative provision for students including offsite directions, managed moves and Bridge referrals.
- To ensure continuation of education for students who have been placed in the reflection room or suspended.
- To support the Year Team Pastoral Teams (Year Team hereafter) in managing behavioural incidents or referrals as appropriate according to the school's procedures

and ensure that all cases are dealt with, followed up, recorded and monitored, and relevant information is shared.

- To respond to incidents reported by duty staff at break and lunchtime.
- To provide additional supervision and presence to ensure the safe movement around site, including monitoring that our systems are fit for purpose.
- To promote and uphold the School's Mission and values and to address student behaviours that are not in keeping with these values.
- To ensure that restorative conversations and interventions are a regular feature of work with pupils.
- To ensure that records regarding sanctions are current and accurate.
- To maintain regular communication with parents/carers.
- To contribute to the on-call/reflection room/detention rotas.
- Supporting with the arrival and induction of admissions/managed moves
- Attendance at weekly behaviour and safeguarding meetings.

## Supporting Students

- To work with and support students for whom behaviour is a barrier to their learning and encourage positive attitudes and behaviour in and around the school.
- To act as a key person for identified students liaising with tutors, subject staff, parents and relevant school staff to ensure that they are supported and that they are able to access their curriculum and make progress.
- To organise, deliver, track and monitor the impact of interventions to support identified students with current pastoral difficulties. This will include interventions and support plans for those children experiencing EBSA and EBLA.
- To support in the transition process liaising with staff from primary schools.
- To promote positive parent and family relationships.

## Safeguarding and Student Wellbeing

- To monitor systems that report on lesson absence and work with Pastoral Teams to find vulnerable students who are not in lessons.
- To assist in maintaining and implementing the School's Anti-Bullying Policy in collaboration with other staff
- To support Year Teams in an administrative function by supplying documents, paperwork and resources as the need arises.
- To provide cover for Pastoral Year Teams, including Sixth Form, supporting with attendance administration, including first day absence calls and interventions, particularly for the Sixth Form.
- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To support teaching staff to identify the challenges that children might face and the additional academic support and adjustments that they could make to best support these children.

## Liaison with Stakeholders (Parents and Outside Agencies)

- To liaise with and meet with parents as appropriate in relation to students' safety, behaviour, welfare, attendance, punctuality, uniform, and rewards, many of which may

fall outside structured hours. This is especially for those students for whom you are the identified key person.

- To carry out home visits as appropriate
- To liaise with parents experiencing extreme distress
- To be involved in student voice events.

## General

- To work as an effective member of a team and to promote teamwork at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

## Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism

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- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

## Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the school's leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

**Name:** ..... **Signed:**..... **Date**.....