

# Job Description

<b>Role:</b>	<b>Year Group / Sixth Form 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 uphold the school mission, Catholic values and culture.
- Provide high quality pastoral support, ensuring high attendance and good punctuality, high standards of behaviour and uniform.
- Identify and intervene in behavioural issues including overseeing the implementation and tracking of Personal Support Plans
- Oversee the pastoral welfare of students and be available to students (and parents) throughout the day
- Establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values
- Assist the Year Leader / Sixth Form in the holistic personal development of the Year Groups.
- To be line managed by the Pastoral Manager, reporting to Year Leaders on a day-to-day basis.

## 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

### Safeguarding

- Support the safeguarding team in understanding wider context of students identified to them
- Support with the completion of MARFs (Multi Agency Referral Forms), referrals to alternative provision and Early Help Assessments and provide ongoing information/reports for outside agencies on students (e.g. CAMHS / PEPS)
- Know the vulnerable students within the year groups and act as an advocate for them, providing appropriate intervention as required
- Keeping up to date with community events and information that may impact on the wider student body
- To be an academic mentor for vulnerable learners.

## **Behaviour:**

- Monitor Tutor time and Collective Worship, including line up, supporting a team of Tutors with a visible presence. Ensure process such as pastoral messages, literacy sessions, uniform checks are taking place consistently and to appropriate standard.
- Lead in managing behaviour and upholding school standards for their year group with uniform, punctuality and social time conduct, implementing sanctions and to check/issue reports.
- Taking statements, issue sanctions and/or make recommendations on appropriate next steps, including sanctions and holding reconciliation meetings.
- Monitor student data and ensure appropriate action is taken to recognise/reward and where appropriate sanction students
- Prepare reports on students
- Take part in walkabout, on-call time and duties, including lesson change over.
- Support in designated social zones to prevent escalation of behaviour issues and support students reconcile with staff and remain where appropriate in learning.
- Support the reflection room as part of the rota
- Arrange handover of suspension work and suspension reflection sheets, readmission meetings and re-integration support to students.
- Support Curriculum leaders with restorative work with students to overcome persistent behaviour concerns and repeated sanctions.
- Keep school leaders apprised of any concerns about student behaviour/attendance which may impact on student progress, identify any trends and support implementation of subsequent intervention plans
- Support Highly Vulnerable Student meetings and follow up actions in relation to intervention plans.
- Supporting the value of centralised detentions and ensuring overall good attendance to detentions.
- Share and circulate contextual information about individuals/Year Groups with others as appropriate.
- Monitor key individuals through use of ClassCharts and lesson visits.
- Maintaining parental contact and building relationships to gain support and engagement.

## **Intervention**

- To plan and deliver a range of intervention activities with identified students including Anxiety Gremlin, anger management sessions, ESBA etc.

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- To monitor the impact of these interventions and to liaise with external agencies and school staff regarding progress and outcomes.
- Liaising with Emmaus as appropriate.
- To ensure that restorative conversations and interventions are a regular feature of work with pupils.

## **Attendance:**

- Work alongside the whole school attendance champion to implement the school's attendance policy.
- Conduct daily absence calls to promote high levels of attendance.
- Monitor attendance data and ensure regular attendance meetings for identified students are conducted, recorded by tutors.
- Liaise with Tutors, the Attendance Team and School Nurse to ensure good attendance and reduce persistent absence within the year group, including home visits
- Working closely with identified parents and families.

## **Admissions:**

- Facilitate the transfer or placement of students to and from other schools
- Support with paperwork and integration plans for student coming into school on Managed Moves and leaving to attend trials at other partnership schools.
- Lead with transition and the preparation of folders/files for new students into the year group

## **Other:**

- Support Year Leaders during Collective Worship, including delivery.
- Attending and contributing to Highly Vulnerable Student Meetings
- Support students/parents with pastoral issues through mentoring, listening, investigations and Restorative Justice
- Ensure that telephone calls and messages are responded to in a timely manner
- Attend and support year team evenings and events in liaison with the Year pastoral lead / SLT e.g. Parents' Evenings, trips and Options Evenings
- Ensure that involvement with students as well as other staff reflects the school's inclusive ethos and its commitment to being a professional learning community
- Contribute to supervision duties to ensure the maintenance of a safe and secure school environment
- Keep up to date with developments and understand the latest information on data protection, confidentiality and other legal issues
- Comply with school policies
- Supporting and organising form tutors in developing activities that create belonging, community and leadership.
- Ensure that safe working practices are adopted, and a safe working environment is maintained
- Promoting the school's culture of rewards and praise.

## 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
- 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
- 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

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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**.....