

THE SELE SCHOOL



JOB DESCRIPTION

PASTORAL LEADER

Grade/Salary: **H6: £27,334 - £29,777 Actual salary: £23,380 - £25,469,(including 25 days holiday plus bank holidays)**

Contracted Time: **Part-time, 39 weeks per year (term time plus 5 days INSET), 37 hours over 5 days per week,**

Reporting to: **Deputy Headteacher**

Responsible for:

- Ensuring the well-being, achievement and progression of students.
- Taking prompt, direct action on all pastoral issues.
- Liaising with other Pastoral Leaders; Member of SLT with responsibility for pastoral care, as well as the Head of Well-Being and Integration and the SENCO.
- Addressing incidents as they arise; following up issues referred by Teaching and Support Staff and parents/carers.
- Liaising with outside agencies; the Headteacher and the Leadership Team; other relevant Inclusion/support staff; LA representatives; external agencies and parents/carers.
- Putting agreed support systems, plans and strategies into effect and reviewing them frequently.

Post Purpose:

- To support and guide all students in their personal development.
- To help reduce the social and emotional barriers to learning for vulnerable students.
- To ensure high standards of behaviour across all assigned year groups.
- To play a full role in the management of behaviour in the school.
- To supervise whole school sanctions such as detention and isolation as part of pastoral duties.
- To act as a mentor for targeted students and monitor their behaviour.
- To investigate incidents of poor behaviour as they arise or as directed.
- To keep up-to-date records of student behaviour, actions taken and parental meetings using the school's management information systems.
- To contact and meet with parents where appropriate.
- To support the Pastoral Team in organising, managing, supervising and evaluating pastoral events during the academic year.
- To work with the SENCO and Head of Well-Being and Integration to identify appropriate support for targeted, vulnerable and at-risk students.
- To work with outside agencies to organise the most appropriate provision for targeted, vulnerable and at-risk students.
- To provide administrative support to the Senior Leadership Team, including producing reports on individual students and groups of students.
- To provide support and advice to students to succeed in class, in line with promoting their academic achievement, social care and personal development.
- To be on-call and be available to respond as needed throughout the day.
- To collect and collate statements relating to incidents, following up directly when appropriate.
- To liaise with individual teachers and departments in relation to the behaviour and progress of individuals and groups of students.
- To liaise with the Social Care Team, the Attendance Team and SENCO as necessary for individual students.
- To record incidents using the school's information systems and keep records of incidents dealt with – e.g. bullying, racial incidents etc.

- To carry out such other duties and responsibilities as may be agreed with the Headteacher from time to time.

School Ethos:

- To play a full part in the life of the school community; to support its mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements.
- To promote the school's policies.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards.

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the School's pre-employment checks. Staff will also be required to complete Child Protection and PREVENT training.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Additional Information

The jobholder is to contribute to and support the overall aims and ethos of the School. All staff are required to participate in training and other learning activities, and in performance management and development as required by the School's policies and practices.

Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal school hours, and participate in Open Day for prospective parents and pupils.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.