

**Job Description – Pastoral Leader**

This form summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**SALARY: NJC GRADE 7, Spinal Column Points 14 - 19**

**£25,409 - £27,852 (£21,793 - £23,888 pro rata)**

**HOURS: Term Time Only plus INSET days – 37 hours per week**

**8.15 am – 4.15 pm Monday to Thursday**

**8.15 am – 3.45 pm Friday**

**(30 minutes unpaid lunch break)**

**Attendance at year based evening events at the discretion of the Headteacher – overtime/lieu time will be available**

**LOCATION: Worthing High School**

**South Farm Road, Worthing, West Sussex BN14 7AR**

**Executive Headteacher: Pan Panayiotou**

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| **Job Title : Pastoral Leader** |
| **Accountability : Reports to Safeguarding Manager** |
| **Job Summary:** |
| * To provide support, care and guidance for students within the designated year group in order to maximise learning * To work effectively with Safeguarding Manager, Progress Leaders, the Senior Leadership Team, and other school staff in their role as required. * Liaison with parents, behaviour management, support with attendance, uniform and other welfare issues * Monitoring attendance and punctuality with assigned year group. * Ensuring the safeguarding policy and procedures are carried out effectively within the assigned year group. * Year 7 Pastoral Leader will be a fixed post – with continual responsibility for each new Year 7 year group * Year 8-11 Pastoral Leaders will stay with their year group, for a 4 year period, as they move up the school. |
| **Person Specification:** |
| The following criteria describe the experience, skills, knowledge and education which are considered necessary to carry out the role.  Those that are desirable only are clearly marked.  Applications for the post will be judged against these criteria; all the criteria should therefore be addressed in the candidate’s application form.  **Qualifications and Experience**  Educated to a minimum of GCSE Standard (A\*-C) (essential)  Competent in using IT software, eg Microsoft Office products (essential)  Further training/experience in youth work or counselling (desirable)  Pastoral experience with students (desirable)  Experience of working in a school (desirable)  **Personal Characteristics**  Excellent interpersonal and communication skills at all levels  Confident and enthusiastic individual  Proactive and helpful attitude towards staff, students, parents and employers  Excellent organisational skills  The ability to manage your own caseload  Attention to detail and accuracy  Self-motivated and able to work on own initiative  **Other information/Requirements**   * Commitment to self and team development * Must be suitable to work with children, established by means of an enhanced DBS check and barred list check |
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| **Main Responsibilities** |
| * To work closely with the Safeguarding Manager, Progress Leaders, Behaviour Support Staff and the Senior Leadership Team * Liaise with locality EWO to implement strategies to raise attendance and improve punctuality, including monitoring this on a daily basis via SIMS and FFT. * Contact low attendance students’ families and produce attendance data for year group * To liaise closely with the AHT Inclusion regarding any student on the inclusion register * To promote high standards of behaviour and conduct within the year group, ensuring implementation of school policies in relation to behaviour management * To promote high standards of uniform and appearance * To implement and monitor appropriate sanctions, ensuring that relevant action is taken and recorded * To take statements from students as required * To make representation as a school lead in meeting such as TAF’s, CIN’s, CP and Strategy meetings. * To make referrals to the school nurse as required * To case work safeguarding cases under the direction of the safeguarding manager. * To make regular CPOMS entries for assigned cases, liaising with the DSL and Safeguarding Manager as required, ensuring appropriate actions have been completed. * To work as part of an excellent Pastoral team. * To co-ordinate and monitor additional support and intervention strategies for students as appropriate. * To undertake CPD. * To liaise with parents/carers to support student progress * To liaise with external agencies as appropriate to support students’ progress and well-being (eg CAMHS, Educational Psychologist, IFD/MASH, EWO, School Nurse, MAMHET, Strategy Meetings, Police Liaison Officer) and attend relevant meetings * To attend and represent students to the Early Help Designated Schools Team. * Providing a link with subject teachers and form tutors for advice and information regarding students * Assisting in the implementation of an effective mentoring programme as required * Informing all relevant staff of important matters relating to students in a timely manner, including updating the pastoral briefing on a weekly basis. * Obtaining work from subject teachers for students who require remote provision. * Supporting year assemblies by supervising the entry and exit of students and by sharing notices and other information with students as necessary * Assist form tutors and subject staff with the induction of new students into the relevant year group; ensuring that new students are assessed by the Inclusion team as appropriate * To provide appropriate administrative support for community matters as required * To attend regular meetings with the Pastoral team, Progress Leader, Safeguarding Manager, Behaviour Manager and DSL. * To attend other meetings, as required including evening meetings relating to the specific year group supported. * To provide cover for absent staff as required in exceptional circumstances * To support inclusion with the oversight of PEP’s for students in the year group in liaison with the AHT Inclusion. |

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

January 2023