



## **JOB DESCRIPTION**

### **Pastoral Lead**

*(Support Staff Contract)*

**Responsible to the designated member of SLT**

*‘Teach the children with all kindness and gentleness possible.’*

Marie Madeleine D’Houet (1781 – 1858)

*‘Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.’*

FCJ Education: Our Vision and Values (2013)

**Within the context of the FCJ Vision Statement and the School’s Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

**Purpose of the role:**

To work within the pastoral team to provide support for students and ensure the smooth running of the year group. To effectively track, monitor and support students' wellbeing, behaviour, attendance and progress. Liaise with external agencies to safeguard students and ensure appropriate interventions are in place.

**Main Activities:**

- To be a point of contact for students, their parents, staff and relevant external agencies.
- Work within the pastoral team to promote positive student wellbeing.
- To track and monitor those students who require additional support through external agencies and case manage these students.
- To deal initially, with all day-to-day issues regarding student welfare and safeguarding. (Be willing to undertake Early Help training)
- Ensuring support for the implementation of school policies in relation to behaviour management.
- Counsel the students according to the School's Behaviour Policy and ensuring that relevant action is taken and that this is recorded on school systems
- Work with the relevant members of the pastoral team with the creation of pastoral support and referrals to SEND for students with persistent issues
- To monitor and support pupils in their learning and encourage positive attitudes and behaviour in and around school.
- Creating opportunities to praise and reward students within the schools' reward systems.
- To attend and ensure the smooth running of Parents' Evenings and other key school events
- Involvement in organising the preparation of reports on students as required for parent interviews, case conferences.
- Organising and arranging contact with parents to ensure that they have full knowledge of student progress and pastoral issues.
- Support in the preparation of information for further education/employment.
- Enforcing the uniform regulations and applying sanctions and rewards.
- Involvement in organising the practical aspect of any Rewards Days and End of Key Stage celebrations.
- Organising times and supervision of year photographs/immunisations.
- Organising rewards and certificates for Intervention and Celebration Events/Assemblies.
- Monitoring persistent 'medicals' at reception.
- Monitor and supervise 'social time', detentions
- To maintain and file records of pupils within key stage per year group using CPOMS.

- Frequently building positive relationships with vulnerable pupils and parents and those absent due to long term illness.
- Facilitate the smooth transition between Key Stages through effective communication and liaison with pupils, staff, parents and other agencies.
- Undertake appointed person certificate in First Aid
- To lead Pastoral Team meetings.
- To lead motivational trips and activities which reward pupils
- Leading the delivery of collective worship and promoting FCJ values at every opportunity
- Leading the team of tutors – supporting and developing them.

This job description is not exhaustive and you may be asked to undertake other duties in line with the grading of the post.

## Pastoral Lead - Person Specification

Criteria		Essential /Desirable
Qualifications	Literacy, numeracy and ICT skills sufficient to perform the job tasks	E
	GCSE or equivalent in English and Maths	E
Skills and Competencies	Ability to work independently and with a high level of autonomy.	E
	Evidence of excellent communication skills – both verbal and written	E
	Excellent organisation skills	E
	Proven ability to identify and prioritise issues according to need	E
	Ability to engage with young people effectively	E
	Excellent ICT skills	E
	Evidence of engaging presentation skills	D
Experience	Proven successful experience of working with young people.	E
	Proven successful experience of building constructive relationships with young people, their families and external agencies to promote learning.	D
	Ability to deal calmly with conflict and work positively under pressure.	E
	An understanding of the needs of young people who experience behavioural problems.	D
	Experience of working in a secondary school setting	D

Criteria		Essential /Desirable
Personal qualities	Ability to work flexibly	E
	To be highly motivated in getting the best overall outcomes for children and young people	E
	To be committed to further training and professional development	E
	Positive, enthusiastic and committed to supporting the progress and development of young people. .	E
	Punctual, reliable and consistent	E