



JOB DESCRIPTION	
Post Title: Pastoral Leader Salary/Grade: TLR 2.3	
MAIN PURPOSE OF JOB	
<p>To work with the other Pastoral Leader to ensure that Kings' students' day-to-day and long term pastoral care is outstanding and that students' educational progress is monitored and acted upon by teaching staff.</p>	
POSITION IN ORGANISATION	
Position of immediate line manager:	Assistant Principal
MAIN ACCOUNTABILITIES	
<p>To make a major contribution to the strategic priorities of the school through:</p> <ul style="list-style-type: none"> • The leading and managing of pupil and student personal, social, moral & spiritual welfare, progress and guidance • To take an active role in the safeguarding of pupils • To promote the highest standards of pupil conduct, attendance and attitudes • The leadership and management of tutor teams in order to maintain consistency and develop new initiatives • To work with the other pastoral Lead to design and deliver a 5 Year pastoral curriculum plan • To develop, coordinate and monitor levels of enrichment and participation. • To organise and participate in appropriate meetings with colleagues and parents in Directed Time, as required • To participate in the College Performance Management/Staff Appraisal Scheme • To adhere to and promote College policies on equal opportunities and race equality • To work as part of a team to ensure common policies, procedures and approaches across all Houses. <p>Student Progress</p> <ul style="list-style-type: none"> • To work alongside the other Pastoral Leader to establish an educational Tutorial programme which is relevant and tailored to the needs of students at various stages of their education • To lead the Pastoral Intervention Programme transparently, ensuring that students in need of intervention are identified following each data drop and evidence of impact is logged following each intervention • To identify underperforming groups and students and liaise with other staff and Senior Leadership Team to instigate appropriate interventions and focus groups 	

- To develop, review and instigate termly Quality Assurance procedures within their tutor teams and collaborate with the team to identify areas for development and hold them accountable for their role as tutor
- To analyse student progress and achievement and provide reports where requested
- Raise tutor performance and provide support to ensure a high quality of tutoring where necessary
- To ensure tutors provide constructive feedback to pupils and parents in order to support progress
- To undertake learning walks, radio duty and staff 1-5 detentions as required within a rota

Behaviour and Safety

- To develop and maintain an ethos of community, identity and competition within each Year group and house
- To promote high expectations of behaviour and attendance in line with the school priorities
- To lead assemblies which promote the ethos and values of the school
- To identify pupils and instigate attendance and behaviour interventions as required
- To promote and adhere to whole school policies relating to rewards, assessment, homework, attendance, behaviour, uniform and equipment.
- To create opportunities for development of the rewards system working within a set budget
- To support teaching staff by leading and take responsibility for the quality assurance process of uniform and equipment standards
- To lead training on behaviour strategies for individuals/groups of pupils
- To monitor pupil attendance and punctuality every two weeks working within the school systems and procedures
- To meet with the attendance officer every two weeks to action students who are not achieving 95% attendance
- To establish positive working relationships with students, whereby students view the Head of House as the first point of contact along with the form tutor
- To prepare information for care committee and execute agreed actions

Guidance and Support

- To attend all relevant meetings in school
- To promote positive parent partnership working by ensuring a swift response to parental contact and making positive phone calls
- To develop student leaders/student voice opportunities
- To liaise with support staff, senior management and external agencies to provide relevant records and information on individual students as required.
- To organise, lead and support the delivery of an exciting and relevant assembly programme ensuring consistency of student experience across the Houses
- To coordinate and ensure the correct distribution of all information received from families, staff and external agencies regarding individual pupils.
- To ensure that students are appropriately informed about the next stages of their education including options and post GCSE choices

Staff Development

- To lead a team of Tutors to ensure consistency within the House so that all pupils are fully supported in developing their academic, personal, social, moral and spiritual skills
- To prepare agenda led House meetings which provide tutors with the opportunity to review, reflect and develop practise in line with the whole school priorities.
- To attend relevant meetings and training opportunities and engage in professional development as required

- To circulate minutes of tutor team meetings to all relevant staff
- To support tutors with meeting parents where required
- To line manage a team of form tutors

October 2021

Signed by Job Holder: Date:

Signed by Line Manager: Date:

Daily Tasks	Weekly Tasks	Fortnightly Tasks	Modular Tasks
Attendance check – liaise with parents and attendance officer regarding immediate concerns	Assembly preparation and delivery	Line management meetings	Modular rewards assembly
SIMS behaviour check and actions	Bulletin to tutors	Attendance meetings and actions – inform SLT of patterns and concerns in line management	Report analysis
Meet with students on Head of House Report	Tutor programme activities (4 plus assembly) to include SMSC and CEIAG	Behaviour patterns – action and inform SLT of patterns and concerns in line management	Arrange interventions for the following module
Welfare calls to parents	Restorative meetings as required	Line management meetings	Update interventions for module
Return parent phone calls	Quality Assurance – learning walks (uniform, equipment, environment, quality of tutor programme etc), student voice, tutor questionnaires etc	Attendance meetings and actions – inform SLT of patterns and concerns in line management	Prepare info for care committee and carry out actions as a result
Positive phone calls	To undertake radio duty as required		
Meet students as required	Assembly preparation and delivery		
Detentions as required	Bulletin to tutors		
Manage safeguarding concerns	Tutor programme activities (4 plus assembly) to include SMSC and CEIAG		



PERSON SPECIFICATION – Pastoral Leader

Qualifications	Essential	Desirable
Qualified teacher status in the UK	*	
Evidence of recent participation in a range of relevant in-service training		*
Professional Knowledge, Skills and Understanding	Essential	Desirable
Demonstrable success in raising achievement	*	
The ability to create an outstanding learning and teaching environment for students, including disabled students and students from underrepresented groups	*	
Knowledge and experience of the pastoral leadership		*
Knowledge of the National Curriculum and appropriate interventions for students to achieve success		*
Knowledge of the Keeping Children Safe in Education agenda	*	
Knowledge of the key role that attendance plays in attainment	*	
Strong behaviour management skills	*	
Strong ICT skills	*	
Confident user of data, able to provide analysis and measure impact of interventions	*	
Experience:	Essential	Desirable
Of working in a secondary setting	*	
Of pastoral roles within a school		*
Of successfully managing teams		*
Of leading assemblies		*
Leadership and Management Skills	Essential	Desirable
Ability to prioritise, plan, organise and manage work life balance of self and others	*	
Ability to work as an effective part of a team and as a team leader and proactively report to the Principal and support on year group developments, progress and issues	*	
Excellent time management and organisational skills	*	
Excellent interpersonal, presentation and communication skills, both written and spoken	*	
Ability to work independently, take initiative and successfully manage change	*	
Experience of taking a leading role in initiatives/developments		*
Experience of working in effective partnership with stakeholders and outside agencies	*	

Personal Qualities	Essential	Desirable
High quality communication skills with the ability to develop positive relationships with students, parents and peers	*	
A sense of humour and a good sense of well-being	*	
High expectations of self and others	*	
A flexible and adaptable approach	*	
An innovator with the desire to continue to learn and develop within the professional role	*	
The ability to manage and motivate others to perform and develop consistently	*	
Resilience and the determination to be successful within this role and ambitious for the College and its children	*	
Safeguarding Children	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people (References)	*	
Ability to undertake an enhanced DBS check	*	
Equality of Opportunity	Essential	Desirable
The ability to ensure that there is equality of access to educational attainment and that all aspects of equal opportunities are adhered to	*	

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