



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Pastoral Lead

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

1. Introduction (Job Purpose)

To be responsible for the management and pastoral support of a designated cohort of students.

2. Responsible to:

Assistant Headteacher through the Student Support Manager

3. Responsible for:

Ensuring all the designated students are supported and that home and academy liaison drives their progress

4. Liaising with (working relationships):

- Teaching staff
- Support Staff
- SLT

5. Hours of work:

40 weeks (35 hours)

6. Grade and scale of post:

- Scale SO1 (H) 29-31

7. Disclosure level:

- This post is subject to an enhanced DBS disclosure

8. Main/Core Duties:

- To provide First Aid within the Academy
- To support students with medical conditions as required.
- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.
- To carry out all duties in the most effective, efficient and economic manner.
- To continue personal development in the relevant area.
- Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.
- Perform any other reasonable duties as requested by the Headteacher and Business Manager.

9. Other specific responsibilities:

- To contribute to the overall ethos, work and aims of the school and Trust
- To carry out all duties in the most effective, efficient and economic manner
- Ensure that all communications with parents demonstrate the values of the academy and the LEAD Academy Trust
- Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the trust are exemplified in attitude, language and behaviour

10. Operation Planning:

- To support the implementation of operational/strategic plans relating to student support team

11. Service provision:

- To ensure that students are appropriately met at the start of each day
- To visit forms, attend assemblies and supervise students at lunchtime
- To perform duties as directed by Student Support Manager
- To ensure that all administration and record keeping for designated students is kept up-to-date and legal responsibilities are fulfilled
- To monitor report cards, parenting contracts and behaviour contracts as appropriate
- To liaise with the Attendance team and the Safeguarding team as part of the student support team ensuring information sharing and collaborative working
- To work with parents in ensuring students are supported
- To arrange induction of new students into designated cohort as necessary
- To be the responsible adult for all designated students and provide appropriate guidance and support
- To identify where support for students and their families is needed and liaise with other professionals within the student support team and with Progress Coaches to ensure appropriate provision
- Provide academic mentoring for designated students
- Understand and monitor student progress targets
- Support the academy's reporting processes and attend parents' evenings
- Identify students who require additional academic mentoring and ensure this is put in place
- To provide First Aid within the Academy
- To supervise students at lunch time
- To run centralised detentions as directed by the student support manager and Assistant Headteacher.
- To support students with medical conditions as required.

12. Service development:

- To continually seek to develop service improvements
- To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

13. Recruitment/deployment of staff:

- None

14. Quality assurance:

- Ensure that parents and students understand and are able to act upon academic reports provided by the academy
- Support designated students in order that their attitude and behaviour in lessons contributes to delivering excellent teaching and learning
- Ensure that all designated students follow the behaviour and uniform policies of the academy and represent the academy well in the community

15. Management information and administration:

- To ensure all documentation relating to the pastoral progress of designated students is kept up-to-date and legal responsibilities are fulfilled
- To undertake administrative duties as required to perform the role
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person

16. Communications:

- To ensure that all communications with service users demonstrate the values of the Academy and the LEAD Academy Trust

17. Marketing and Liaison:

- To develop, nurture and maintain the positive image of the Academy and the LEAD Academy Trust
- To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Academy and the LEAD Academy Trust.

18. Management of resources:

- To take responsibility for the safe use and safe keeping of Academy and Trust resources

19. Corporate responsibilities:

- To abide by and implement all policies and procedures of the Academy and LEAD Academy trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

20. Safeguarding:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Person Specification

	Sections		E	D
1	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Ability to think strategically • Ability to communicate effectively to a variety of audiences • Ability to persuade and influence • Ability to communicate complex ideas simply to a wide range of audiences • Ability to plan effectively • Ability to evaluate • Ability to provide comprehensive reports • Ability to manage time effectively and meet deadlines • Ability to work effectively with stakeholders and within a corporate environment 	E E E E E E E E E E	
2	Qualifications and Training	<ul style="list-style-type: none"> • Level 3 qualifications • Trained DSL • A degree or post-graduate qualification 	E E	D
3	Experience	<p>Understanding of:</p> <ul style="list-style-type: none"> • School attendance systems and processes • A basic knowledge of the work of a school • Pastoral support for students <p>Experience:</p> <ul style="list-style-type: none"> • Experience of working effectively with children/ young people in either education, social work, youth work or another related area of work • Experience of working effectively with the parents /carers of children / young people • Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare • Experience of working in a multi-agency environment • Experience of undertaking a range of clerical duties • Experience of a range of computer applications • Ability to produce concise and complex reports • Management Information Systems e.g. SIMS, G4S 	E E E E E E E E E E	
4	Personal Attributes	<ul style="list-style-type: none"> • Honesty and Integrity • Discretion • Flexibility • Resilience • Organisational skills • Commitment to make a difference 	E E E E E E	
5	Special Requirements			