

JOB DESCRIPTION

Pastoral Leader	
Scale	I – Points 22-25
Hours	37 hours to be agreed
Section	Support Staff
Responsible to	Pastoral SLT for Behaviour
Responsible for	This position has no direct responsibility for line management.

Job Purpose	To support the Behaviour and Safeguarding Team to ensure that students are engaging in learning whilst supporting their well-being and enabling them to become 'the best they can be'.
--------------------	--

Main Duties and Responsibilities

The daily non-negotiable tasks as set out below:

- To be located at a specified area of the school before and during each lesson change over.
- Be a presence at a specified Break and Lunch time duty location.
- Support in the tutor groups with the specified focus as directed by SLT.
- Liaise with parents regarding behaviour, attitude and learning
- Ensure that all students engage in the reward and sanction process as set out in the school behaviour policy and code of conduct guidance

Other Key Tasks and Responsibilities:

To be undertaken alongside the non-negotiated duties above:

- Lead and support in student Early Help Assessments and engage with other external agencies as appropriate to support students
- To conduct searches in the company of an additional suitable staff member.
- Follow up with student accounts/incidents/concerns.
- Liaise with and inform parents regarding any of the above incidents.
- To monitor the engagement of students in mainstream lessons as requested.
- To work across and support the Refocus and SEN support areas as necessary.
- Monitor the impact of behaviour strategies on individual students and year cohorts, reviewing and updating regularly to improve outcomes.
- Contact home and liaise with parents to engage them in their child's education.
- Work with the other Pastoral Leaders, Safeguarding, Behaviour and Attendance Teams.
- To be a pivotal figure in students maintaining the school values of kindness, confidence and resilience when outside of lessons.

- Deliver student one to one and group intervention sessions as required
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school
- Participate in the school's appraisal process.
- Perform any other reasonable tasks within the range of the salary grade.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Leader will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES