

Name of post holder:

Title of post: Pastoral Year Lead

Salary scale: Scale 6 Point 18-22

Contracted working weeks: Term Time + 5 days.

Hours per week: 37 hours

Daily working hours

Monday – Thursday 8.15 am – 4.15 pm (to include 30 mins lunch break)

Friday 8.15 am – 3.45 pm (to include 30 mins lunch break)

General duties and responsibilities for Pastoral Year Lead

- To lead a year group and embed the Ercall Wood culture within that year group.
- To work as a team alongside strategic leaders, other pastoral leads, subject leaders, teachers and support staff to provide a safe, purposeful learning environment.
- To welcome students each morning to ensure that they have a smooth start to each day.
- To be highly visible and have a high profile throughout the working day to ensure students are living our values.
- To support our approach to calm, controlled break and lunch times for your year group.
- To provide first response/learning call for incidents of student not living our values.
- To investigate and troubleshoot incidents, collecting accounts and referring incidents on where necessary.
- To monitor year group attendance to whole academy detention.
- To monitor punctuality and attendance of the year group.
- To mentor and support students with their academic learning.
- To lead pastoral meetings with form tutors to ensure our values are being upheld by all staff and students.
- To be a point of contact for parents and external agencies in relation to student behaviour and barriers to learning.
- To lead in the induction arrangements for new students.
- To help organise and attend parents' evenings and other year specific events.
- To help in the organisation of enrichment activities, school trips and visits as required.
- To enforce standards of school uniform.
- To undertake appropriate training and professional development as required
- To follow whole school safeguarding systems.
- To undertake any reasonable tasks commensurate with the title and grade of the post held.
- A willingness to undertake a first aid qualification.

Safeguarding

- To record and action any disclosures that any student may make and follow the Academy's Safeguarding procedures.
- To provide ongoing support to the student and liaise with carers and agencies as appropriate.
- To signpost and support students & parents to access agencies where appropriate.
- To complete Early Help Assessments and act as Lead Professional in support plan meetings.
- To liaise with, and to provide student information to Social Workers and Strengthening Families Workers.

- To deputise at case conferences and core group meetings, if required.
- To attend strategy meetings where necessary.

Line manager (also responsible for performance management)

- KS3/KS4 Pastoral leader (Dependent on what year group you are responsible for)

Person Specification

- Understand the importance and value of a good education.
- Have a positive 'can do' attitude.
- Be hungry to make a real difference.
- Be humble enough to accept feedback in order to continually improve.
- Be able to work as part of team and buy into the academy's values.
- Feel empowered to take ownership over a year group and be their professional lead.
- Have a firm, but fair approach to behaviour.
- Be calm and logical under pressure.
- Be organised.
- Can develop positive relationships with parents.
- To provide a positive role model through a commitment to high standards and smart, professional appearance.
- To be a confident user of ICT in order to support your role
- To deal with staff, students and parents with sensitivity and confidentiality.

Review arrangements

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.