

Ernest Bevin College
Job Description



Title: Pastoral Lead 36 hours per week x 39 weeks per year	Salary Scale: Scale 3, points 5 – 6 £20,036 - £20,398 per annum pro rata
Supported by and reporting to: Assistant Vice Principal	Assisted By: Teaching and non-teaching staff

Main Purpose of Role	To provide a full range of pastoral care addressing the social, emotional and academic needs of the students in order to support learning and raising achievement across year groups
Main Responsibilities	<ul style="list-style-type: none"> • To provide pastoral support to students experiencing difficulties on a day to day basis • To monitor the attendance and punctuality of key students to ensure they are attending school regularly and attending schools and lessons promptly. • To work with the Attendance Officer on identified key students • To ensure that students not attending school are provided with appropriate work • To be able to mentor students who are experiencing difficulties and to develop appropriate strategies for support. • To adopt the keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the SENCO and Heads of Year • To work with a range of teaching and non-teaching staff such as the SEN Department, class teachers, Education Welfare Service and other external agency professionals, to ensure that the needs of all our students are met. • To work as part of the team that responds to challenging behaviour • To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions • To develop strong links between the school and families in order to improve educational opportunities for students and to promote a positive attitude towards school • To maintain contact with families/carers of students; to keep them informed of the students needs and progress and to secure positive family support and involvement

	<ul style="list-style-type: none"> • To support the mentoring and counselling initiatives in the school, and to provide relevant information when needed • To monitor behaviour across the Year Group and manage incidents according to the school's policy • To provide guidance and support for students, dealing with student concerns and issues such as bullying and use conflict resolution to manage and close incidents • To investigate incidents which take place out of the classroom, liaising with the Heads of Year and SLT and follow through with appropriate action, ensuring that statements are taken from students concerning incidents • To contribute to rewarding student success in a variety of different ways, for those students who make significant progress in terms of educational achievement or improvements in behaviour • To organise and participate in key events, such as Parents Evenings, Welcome Events, Information and Celebration events. • To make effective use of relevant ICT software to log information ensuring that student records are kept up to date • To be aware of and comply with policies and procedures of the school, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. • To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with school policies and relevant legislation • To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role. • To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Principal or member of the Senior Leadership Team
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This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

November 2020