

# Job Description: Pastoral Leader

**Reporting to:** Assistant Principal i/c behaviour

**Responsible for:** Tutors in the year team

**Start date:** September 2017

**Salary:** ARK MPS ( £26,791 - £37,828) + TLR 1a (£7,621)

**Disclosure level:** Enhanced

This job description should be read in conjunction with the Isaac Newton Academy Mission/Vision and Expectations papers.

## The Role

- To work with the Assistant Principal i/c behaviour to ensure effective pastoral systems and procedures are consistently implemented across the Academy.
- To be the pastoral leader for a cohort of students.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To be a teacher of reading (along with all Academy staff)
- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- To contribute to discussions and decisions at Extended Leadership Team meetings
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To actively promote the academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.

## Key responsibilities

- To oversee and monitor the behaviour, learning and progress of students in a year group
- To communicate the highest expectations of behaviour and consistently and effectively implement the Academy's behaviour management policy and procedures
- To lead a team of tutors, developing and enhancing their practice, and to ensure that the highest level of pastoral care is provided to every student
- To plan the tutorial programme for one year group, support tutors in resourcing the programme, and monitor its delivery

- To establish and communicate the highest expectations of attendance and punctuality for all students
- To monitor the attendance of one year group and to respond promptly to any attendance and punctuality issues to ensure that the Academy's targets are met/exceeded
- To develop effective relationships with the parents/carers of the students in a year group and to communicate regularly with them
- To lead assemblies for a year group
- To liaise with outside agencies to set up interventions to support individuals and groups of students, as and when required
- To support students in the acquisition and development of learning dispositions and positive character traits
- To liaise with the Office Manager regarding care plans, medical and dietary needs of students.
- To provide strategic leadership on one cross-year-group initiative (to be agreed) e.g. Praise & Recognition or Attendance & Punctuality, supporting all the other Pastoral Leaders in their implementation of the initiative.

### **Monitoring and Evaluation**

- To monitor the effectiveness of the cross-year-group initiative
- To regularly and forensically review the attainment and progress of all students, groups and subgroups within the year group and plan, implement and oversee support and interventions
- To produce reports as required on student attainment, progress and behaviour
- To liaise with all appropriate personnel regarding support for student progress, including SENCO, LT and parents/carers
- To ensure that all Academy policies are implemented consistently by tutors

### **Strategic Leadership**

- To lead colleagues in formulating aims, objectives and strategic plans for the team which support and complement those of the Academy
- To produce an annual Team Improvement Plan and monitor and evaluate its delivery and impact
- To plan the deployment and development of staff expertise to achieve Team Improvement Plan objectives

### **Staff Development**

- To support the development and training of tutors, ensuring that their CPD needs are met
- To ensure effective induction of new tutors in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment

### Resources

- To effectively manage a budget in order to progress agreed team and Academy priorities, maximise attainment and ensure value for money
- To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

### Other

To undertake any other professional duties as set down in the ARK Schools pay and conditions of service document, and as directed by the principal.