

Job Description

Job Title	Pastoral Leader	Salary	MPS/UPS + TLR 1B
School	Oaks Park High School		
Reports to	Deputy Headteacher/Assistant Headteacher		
Responsible for	Tutor Team, Pastoral, Welfare and Behaviour Officer (PWBO)		
Liaising with	Headteacher/Deputy/Assistant Headteachers, Team Leaders, support staff, LBR staff, outside agencies and parents/carers.		
Main Purpose of the Role			
<ul style="list-style-type: none">• Provide effective pastoral care and support to a year group of students.• Promoting the well being, personal development and academic progress of students within the year group.• Serve as a point of contact and leader for students, parents and staff.			
Key Responsibilities and Duties			
<ul style="list-style-type: none">• Provide day-to-day pastoral support and guidance to students.• Monitor and lead the academic progress, attendance and behaviour of students within the year group.• Implement strategies and interventions to support students' social, emotional and behavioural development.• Foster positive relationships with students, promoting a safe and inclusive learning environment.• Contribute to the design and delivery of pastoral programmes, assemblies, and extra-curricular activities for the year group• Contribute to overseeing and facilitating careers provision for your year group, ensuring students receive guidance and support for their future academic and professional paths.• Collaborate with the wider pastoral team to develop and implement effective pastoral policies and procedures• Work closely with subject teachers and support staff to provide targeted support for individual students, particularly those facing challenges or barriers to learning• Maintain accurate records and documentation relating to students' pastoral care, progress, and support interventions• Attend relevant meetings, professional development sessions, and training to enhance knowledge and skills in pastoral care and student well-being• Collaborate with external agencies and community partners to provide additional support and resources for students when necessary• Any other duties as assigned by the school leadership team that are commensurate with the role of a Pastoral Leader in our school setting.			
Skills and Competencies			
<ul style="list-style-type: none">• Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, and staff.• Strong organisational and time management skills to effectively manage a caseload of students and meet deadlines.• Empathy, patience, and a genuine interest in promoting the well-being and development of students.• Knowledge and understanding of child development, pastoral care principles, and relevant legislation and safeguarding guidelines.• Ability to work collaboratively as part of a team, sharing information and best practices with colleagues.• Problem-solving skills and the ability to think critically and make informed decisions in complex situations.			

- Resilience and the ability to remain calm and composed when dealing with challenging situations or sensitive issues.
- IT proficiency, with the ability to effectively use relevant software and systems for record-keeping and communication purposes.

Professional Development

- Opportunities for professional development and growth within the role of Pastoral Leader including attending relevant training courses, conferences, and workshops
- Access to resources, research, and best practices in pastoral care and student well-being to enhance knowledge and skills
- Collaboration and sharing of best practices with other Pastoral Leaders within the school or wider network
- Regular performance reviews and feedback to support personal and professional growth
- Support from the school leadership team and access to mentoring or coaching if required

Person Specification

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Criteria	Essential	Desirable
Education and Qualifications	Bachelor's degree in education or related field.	Masters degree in Educational Leadership
	Qualified Teacher Status (QTS)	
Experience	Minimum of 5 years teaching experience	Previous experience in a pastoral role.
	Experience in a secondary school setting.	Familiarity with the school's policies and procedures.
	Proven track record	Experience leading a pastoral team
Leadership Skills	Strong leadership and management skills	Experience in implementing pastoral programmes.
	Ability to motivate and inspire a team.	Experience in managing student behaviour issues.
Communication Skills	Excellent verbal and written communication skills.	Experience in communicating with parents and stakeholders.
	Ability to communicate effectively with students.	Experience in delivering presentations or workshops.
	Ability to communicate effectively with parents/carers	Experience in managing challenging conversations
Interpersonal Skills	Strong interpersonal and conflict resolution skills.	Ability to build positive relationships with students, parents and staff.
	Empathy and understanding of student needs.	Experience in making accurate judgements.
Organisational Skills	Effective organisational and time management skills	Experience in organising events or extracurricular activities.
	Ability to handle multiple tasks simultaneously.	Familiarity with educational software and technology.
Knowledge and Understanding	Understanding of the national curriculum and educational	Knowledge of safeguarding procedures and child protection

	policies.	laws.
	Awareness of current educational trends	Familiarity with mental health and well being issues in students
Flexibility	Ability to adapt to changing circumstances.	Willingness to work flexible hours, including evenings for events.
Commitment to Professional Development	Commitment to ongoing professional development.	Membership in relevant professional organisations.
	Willingness to stay current with educational research and best practices.	
Team Player	Ability to work collaboratively with colleagues.	Experience in leading or contributing to a team.
	Willingness to support colleagues and contribute to the overall school community.	
Additional Responsibilities	Undertake other various responsibilities as directed by the Headteacher.	

Oaks Park High School is committed to safeguarding and promoting the welfare of children and young people. As such, all staff and volunteers are expected to share this commitment. Shortlisted candidates are required prior to interview, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily prevent you from employment depending on the offence(s). References from the previous and current employer (Headteacher if the candidate currently works in a school) will be requested and appointments can only be made upon receipt of satisfactory references and a newly applied for Enhanced Disclosure and Barring Service check from the Disclosure and Barring Services.