

Job Description Director of Pastoral Care



Responsible to: Headteacher

Salary: SCP 37-42 (term time plus 3)

Overall Objective of the Post:

The role is to support the Headteacher and Deputy Headteacher - Pastoral in:

- Demonstrating effective leadership in the Academy
- Provision of an excellent Pastoral Care System (Attendance, Behaviour, Rewards, and well-being)
- Ensuring the Academy is compliant with requirements both Pastorally and organisationally
- Being responsible for initiatives that lead to improvements in Attendance, Punctuality, Well-being, rewards, and overall behaviour and engagement.
- Responsibility for the oversight of school-based sanctions and staff duties

Key tasks of the post:

1 Director of Pastoral

- To support school leaders to achieve the highest possible standards and outcomes for pupils at Harton Academy.
- To work collaboratively with the SLT to track and monitor pupil attendance, behaviour and engagement at all levels, identifying key groups to target and ensuring necessary interventions are put in place which have a positive impact on pupil outcomes. Regularly review pupil intervention provision – refining and reorganising where appropriate.
- Support the Senior Leadership Team (SLT) especially the Key Stage Teams in maintaining high-quality Attendance, behaviour and well-being across the academy.
- To manage pastoral support workers in all years, and to work across both Key Stage Teams.
- To develop the quality of behaviour and pastoral support work with the support from the Deputy Headteacher for Pastoral and behaviour including quality assuring delivery and impact.

2 Leadership and Management

- To be a clearly visible and autonomous Pastoral leader in the Academy. Providing excellent leadership and engendering an inclusive whole school ethos working closely with the Assistant Headteacher (SEND) to ensure the needs of all students are met.
 - To contribute to, and support, the leadership team on a day-to-day basis, making themselves available to staff, pupils and parents as required.
 - To lead by example across all school activities, including responsibility for the behaviour system and staff duties.
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3 Day to Day Leadership

- To undertake the day-to-day leadership, and management for pastoral care as well as contribute to the daily operation of the Academy.
- Contribute to the leadership and management of Pastoral workers.
- To contribute to effective whole-school communication, internally and externally.

4 Curriculum and Timetable

- Contribute to the effective management of the behaviour for learning curriculum, including review and implementation where appropriate.
- Contribute to the development, implementation and review of the whole-school improvement plan

5 Systems and Compliance

- Contribute to ensuring systems, policies and procedures are in place to ensure the effective day-to-day running of the Academy.
- Be responsible for compliance in all areas of pastoral care and alongside the Leadership team for Academy wide processes.
- Undertake or co-ordinate reviews and audits of systems to the purposes of compliance, as well as ensure they are fit for purpose.

All employees have a responsibility

- to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues
- for their own and others' health and safety, and for adhering to guidelines for the safeguarding of children
- to be an ambassador for the Academy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Harton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service

Person Specification

**Please provide evidence in your application as to how you believe you meet the criteria listed above.
We will also seek evidence of these at interview and in references we take up.**

	Essential	Desirable
Strong working knowledge of safeguarding and issues of child protection	✓	
Effective communication skills	✓	
Strong organisational skills	✓	
Excellent interpersonal skills, including the ability to relate to others and support students from diverse backgrounds		✓
Experience of working in a team	✓	
Experience in line management		✓
Experience in dealing with difficult issues, including resolving conflicts and challenging behaviour	✓	
Flexible approach to work	✓	
Relevant experience working with young people	✓	
