

**Job Description**

**Pastoral Lead**

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| Job Description |
| Job Title: | Pastoral Lead |
| Pay Grade / Scale / Range: | NJC SO2 26-28 (full year salary)(actual salary will depend on contract and service) |
| Benefits & Perks: | Local Government Pension scheme, TOIL scheme, occupational sickness scheme |
| Working hours: | 36 hours 40 minutes – Term Time Only plus 5 days Ability to work the hours needed to meet all the demands of the job. This will include hours outside of school hours which is an expectation of the role.  |
| Location: | New Bridge School - KS4 Pathways Site (Medtia), Oldham Town Centre |
| Staff responsible to: | Head/Deputy Head of Site |
| Staff responsible for: | None |
| Accountable to: | Chief Executive Officer |
| Probationary period: | Only if currently on a probation period |

 **New Bridge MAT**

**Pastoral Lead**

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| **Main purpose of the post**To provide highly specialised pastoral and behaviour management leadership, support and advice to students and staff within the New Bridge Multi-Academy Trust. To provide interventions when appropriate, liaising with parents, carers and external partners for the benefit of our pupils.To promote multi agency co-operation, in order to ensure the specific needs of all pupils are met.To support Heads of Site to monitor all aspects of student welfare and compile appropriate data for termly reports & boards.To attend multi-agency meetings as required.To be responsible for a designated area of work across the school as determined by the Head of Site |

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| **KEY TASKS – General** 1. To fully support the Head of Site and the Local Governing Body of New Bridge School in the discharge of their duties, by ensuring maximum efficiency in all aspects of delegated authority.
2. To play a leading role in the development, dissemination and promotion of an effective and challenging vision and ethos.
3. To play a leading role in developing the aims of New Bridge Multi-Academy Trust.
4. To support all staff in achieving the priorities and targets that the school sets itself.
5. To work in partnership with parents, outside agencies and MAT staff to co-ordinate interventions as appropriate.
6. To participate as a member of the Local Leadership Team (where applicable)
7. To support form tutors with their pastoral responsibilities i.e. ensuring pastoral information for individual pupils is in place (pupil profiles, behaviour plans etc.) and updated as appropriate and that staff are aware of any changes.
8. To be flexible in working hours as pupil needs require.
9. To represent the views of the group at multi-agency meetings
10. To be available to provide pastoral support for staff and pupils, whenever the need arises.
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| **KEY TASKS – Pupil Specific**1. To offer the young people the opportunity for counselling support as required.
2. To support with ensuring that attendance records are recorded at the appropriate time and to follow up unauthorised absences within an agreed timeline as necessary.
3. To support the class teams in withdrawing individuals (as and when required).
4. To supervise small groups of pupils within a classroom for fixed periods of time, in conjunction and liaison with the other classroom colleagues as required. To work with named intervention groups, as required.
5. To support form tutors to ensure that every child has appropriate equipment, resources etc. to allow them access to the curriculum model.
6. To support the young people at lunch and break times by supervising both lunch clubs and/or the dining hall where required.
7. To co-ordinate support from appropriate external agencies i.e. MIND, Educational phycologists, Healthy young minds, Learning Disabilities team, Positive Steps, Children’s & adult MASH teams etc.
8. To appropriately supervise pupils within circulation times and within corridors etc.
9. Where required (to offer/co-ordinate) support with interpretation
10. To provide or coordinate initial support with students facing difficulties relating to Mental Health
11. To support the Pastoral coordinator/Head of Site with collating assessment/pastoral outcomes for all allocated young people as a member of the Local Leadership Team (where applicable) to assess the outcomes to determine improvements; for example attendance, exclusion data, behaviour data, PASS surveys etc.
12. To work closely and collaboratively with a member of the administration team to assure high quality information to and from home etc.
13. To work in partnership with both MAT colleagues, Local Authorities & Parents & Carers to ensure a strong transition process is in place for all students.
14. To liaise and work with families (involvement with EHCPs, Annual Reviews and single conversations)
15. To support form tutors to ensure that pastoral targets and evaluations for the young people within their year group (s) are completed to agreed time lines.
16. To chair meetings (as appropriate)
17. To deliver talks/presentations etc. to groups within the community when and where required
18. To work in partnership with outside safeguarding professionals i.e. ‘Missing from home’, Healthcare’, ‘Prevent’, ‘Child Exploitation teams’ & Adult services
19. To coordinate specific year group events, trips and activities where required.

**KEY TASKS – Family Specific**1. To work in partnership with form tutors to act as a point of contact between home/school and other professionals internally and externally, mediating between pupils/teachers.
2. To work in partnership with form tutors to address families/parents complaints / concerns / anxieties (telephone / face to face)
3. To work in partnership with form tutors to build relationships with family and external agencies offering advice and guidance on any concerns raised, attending relevant meetings: Early Help referrals (referral and meeting with parents- follow up meetings)
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| Standard Duties |
|  | 1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
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|  | 1. To uphold and promote the values and the ethos of the Group.
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|  | 1. To implement and uphold the policies, procedures and codes of practice of the Group, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
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|  | 1. To take a pro-active approach to health and safety, working with others in the Group to minimise and mitigate potential hazards and risks, and actively contribute to the security of the Group, e.g. challenging a stranger on the premises.
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|  | 1. To participate and engage with workplace learning and development opportunities, subject to the Group’s training plan, working to continually improve own performance and that of the team/Group.
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|  | 1. To attend and participate in relevant meetings as appropriate.
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|  | 1. To undertake any other additional duties commensurate with the grade of the post.
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| **Contacts**Students, colleagues within the Group, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors |

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| **Responsible to:** | Head/Deputy of Site |
| **Responsible for:** | Not applicable |

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| Special Conditions:An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | 18/06/18 | G.Lyons/D.Allison/D.WoodG.Howard/ S.Smith |  |
| REVIEWED | 1.7.19 | G.Lyons/D.Hall/D.Wood S.Smith |  |