



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Pastoral Leader

Ernulf Academy

**ROLE SPECIFICATION**

<b>Academy</b>	Ernulf Academy
<b>Post title</b>	Pastoral Leader
<b>Responsible to</b>	Senior Leadership Team
<b>Full time Salary</b>	£33,143 - £35,511 FTE
<b>Pro-Rata Actual Salary</b>	£28,426 - £30,458 pro rata
<b>Working Pattern</b>	Term time including Training days – 39 weeks
<b>Pension</b>	Local Government Pension
<b>Working Hours</b>	37 hours per week
<b>Line Management Responsibility</b>	NA

## **ROLE SUMMARY**

The Pastoral Leader is required to ensure that the highest standards of pastoral care are in place for the Key Stage 3/4 students in the school. The role holder will enforce high standards and expectations around behaviour, attendance and progress so that each student achieves their full potential.

### **Main Duties and Responsibilities**

- ★\* Work collaboratively with the senior leadership team to ensure we deliver the academy vision
- ★\* Role model as the lead professional of the key stage, representing Astrea values to parents, community and external agencies
- ★\* Provide the professional support and challenge to staff to ensure consistency and high expectations are maintained
- ★\* Undertake 'patrol' duties to help ensure that the corridors are 'like ghost ships'
- ★\* Work collaboratively with the DSL, SENDCo, Attendance Officer, Teachers and Heads of Department to ensure effective strategies are employed for all students in the key stage group/base
- ★\* Work collaboratively with the DSL, SENDCo, Attendance Officer, Teachers and Heads of Department to proactively mentor students and provide additional provisions / interventions in support of any student
- ★\* Support events such as student review events and other events and follow up on the necessary tasks for identified individuals and groups of students
- ★\* Ensure the success of the Academy rewards systems and processes
- ★\* Support daily morning meetings and assemblies as per the rota
- ★\* Maintain regular contact with the parents of the students in need of extra support, to keep them informed of the students' needs and progress, and to secure positive family support and involvement in improving student performance
- ★\* In liaison with the Senior Leadership Team, support the transition and transfer/options process at the relevant key stage to ensure positive progression and accelerated progress
- ★\* Contribute to the celebration of achievement/ academic excellent and success in the relevant year groups and promoting the rewards system
- ★\* Oversee the tutor time curriculum, ensuring key themes and messages are

embedded

- ★\* Lead and monitor the tutor group team to ensure that tutor time and tutor events are of the highest quality and that uniform, equipment and homework standard are met
- ★\* Be relentless in monitoring the behaviour of students and ensuring that appropriate follow up takes place by all members of staff where poor behaviour of serious behaviour choices occur
- ★\* Maintain a high, visible presence around the academy to ensure that the highest standards of behaviour and site usage are upheld
- ★\* Track the behaviour of students to identify students who require intervention in terms of rules, routines and relationships and provide this intervention either through formal or informal means
- ★\* Work with the Attendance Team to identify those students at risk of poor attendance and implement strategies to improve their attendance to ensure all students attendance is in line with the academy target
- ★\* Champion the academy's reward system and ensure that students are recognised for their achievements and contributions to the life of the school
- ★\* Inspire internal and external competition within year groups
- ★\* Ensure students enjoy school through supporting the academy with enrichment activities including trips and residential
- ★\* Work with the Senior Leadership Team and Teachers with regards to student review evenings and strive for 100% parental attendance especially through tackling 'hard to reach' parents effectively
- ★\* Act as a mentor for students who are underachieving in relation to their targets
- ★\* Champion the importance of every student making excellent progress and be willing to remove barriers and inspire students to achieve their true potential
- ★\* Treat people fairly, equally and with dignity and respect to create and maintain a positive culture
- ★\* Communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- ★\* Actively promote the academy and liaise with outside agencies as necessary, representing the academy as appropriate
- ★\* Work with Senior Leadership Team on transition between year groups and key stages
- ★\* Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- ★\* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★\* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- ★\* All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★\* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- ★\* This list of key responsibilities is not intended to be exhaustive and is a general

outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
GCSE or equivalent including English and Maths at a Grade C/4 or above	•	
Recent first aid qualification		•
Level 3 standard of Education	•	
<b>Experience</b>		
Experience of working with Key Stage 3 / 4 aged students in a pastoral capacity	•	
Familiarity with safeguarding procedures and child protection policies	•	
Experience managing incidents, restorative conversations, and supporting positive behaviour strategies	•	
Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365	•	
Able to work successfully as part of a team	•	
<b>Knowledge</b>		
Up to date knowledge of good practice in secondary education	•	
<b>Professional Skills</b>		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
Clear, confident communicator with students, parents, and professionals	•	
Be friendly and have a flexible approach to work	•	
Have a calm, confident and professional manner	•	
Ability to work collaboratively with staff to implement pastoral strategies	•	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	•	
<b>Personal Qualities</b>		
Support the academy uniform policy for students and echo this through professional and business-like mode of dress	•	
Commitment to self-development and continual improvement	•	
Ability to create a safe space where students feel heard and supported		•

Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Flexible and organised approach to work	•	
Remains calm and composed in challenging or emotionally charged situations		•
High levels of resilience and emotional maturity	•	

### **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)