

Job Profile: Pastoral Lead



Salary scale:	Grade PO1, SCP 27 - 30
Working hours:	37 per week
Academy/department:	Lightcliffe Academy, Pastoral Team
Responsible to:	Vice Principal
Nature of contract:	Permanent, term time only, 38 weeks per year plus 5 days (39 weeks)

Job purpose:

- To be responsible for leading and managing the five Heads of Year.

Job specific responsibilities:

- Lead and support strategies to improve behaviour, attendance, achievement, inclusion, and barriers to learning across all year groups, ensuring consistent application of the academy's behaviour policy, including rewards and sanctions.
- Provide operational leadership and support to Year Leaders, including pastoral systems such as attendance monitoring, on call, detentions, reports, rewards, isolation, exclusions, form time, transition, counselling, safeguarding, record keeping, and home school communication.
- Analyse behaviour data and trends to identify patterns, inform strategic interventions, and implement evidence-based actions that improve behaviour and reduce incidents across the academy.
- Work closely with the Vice Principal, Achievement Directors, SENCo, DSL, attendance team, and subject leaders to identify, monitor, and support students at risk of underachievement or vulnerability, including those in alternative provision.
- Safeguard and promote student welfare by managing referrals, liaising with external agencies, and supporting the development of individual education, behaviour, mentoring, and support plans.
- Create and maintain a positive climate for learning by supporting teaching and learning, supervising students, ensuring appropriate work is set during isolation or exclusion, and maintaining high standards of behaviour in all settings.
- Strengthen relationships and communication with students, parents or carers, and colleagues, acting as a key pastoral contact, supporting assemblies, PSHE, leadership opportunities, and whole academy initiatives.
- Contribute to the wider life and ethos of the academy by participating in meetings, events, supervision duties, and pastoral team meetings, and undertaking duties reasonably delegated by the Head of School.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required

- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
An inspirational, caring practitioner with an ability to communicate effectively with others for the benefit of students	✓	
Ability to reflect critically, and respond to student and academy needs.	✓	
Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	✓	
Ability to articulate, communicate and support the ethos and values of Lightcliffe Academy	✓	
Enabling the highest levels of student achievement through translating vision, ethos and values into practice	✓	
Excellent interpersonal, written and oral communication skills	✓	
Be resourceful and think creative in order to anticipate and problem solve.	✓	
Prioritise, plan and organise self and others across the wide range of responsibilities.	✓	
Inspire, challenge, motivate students and staff towards a shared vision	✓	
Foster an open, fair and equitable culture, managing conflict where necessary.	✓	
Support for the ethos of the academy	✓	
A willingness to play a full part in academy life and activities outside the classroom	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE Maths and/or English grades A-C (or other qualifications that demonstrate good literacy and numeracy skills)	✓	
Recent, relevant professional learning and development	✓	
Completion of, or working towards, additional professional qualifications relevant to this post.		✓
Evidence of high expectations which inspire, motivate and support students.	✓	
Knowledge and understanding of diverse range of potential barriers to learning, how to identify and address such issues.	✓	
Ability to lead, motivate and develop an effective team working between students and staff to ensure common goals are met	✓	

Knowledge of and ability to implement positive behaviour systems and procedures.	✓	
Proven ability to manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning.	✓	
Ability to communicate confidently and effectively with students, staff, parents/carers and relevant external agencies.	✓	
Understanding and practical experience of safeguarding policies and procedures to ensure students' well-being, in accordance with statutory provisions and policies.	✓	
Knowledge of the wider educational context and national accountability frameworks		✓
Confident in the use of ICT to maintain accurate student records and communicate information effectively to others.	✓	
Relevant training in place to become one of the deputy designated safeguarding officers	✓	
Ability and willingness to train as a first aider		✓
Significant experiences of working in a similar role within a school/academy setting	✓	
Substantial expertise in initiating and maintaining successful working relationships with students, teachers and non-teaching staff, parents/carers and relevant agencies	✓	
Proven records of successful delivery of support to students to overcome barriers to learning both at a strategic and operational level resulting in improved outcomes and progression for students.	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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