



David Ross Education Trust  
Broadening Horizons

## **JOB DESCRIPTION**

Job Title:

**Pastoral Lead**

Location:

**Malcolm Arnold Academy**

### **Job Purpose:**

To support the Pastoral and Senior Leadership Teams (SLT) in raising levels of achievement and standards of behaviour across the academy, by promoting a strong sense of positive identity within year/house groups and a sense of belonging across the academy. To operate as part of the Pastoral Support team and be an integral member of the Year team; to assist with any relevant activity which supports the overall aims and objectives of the academy improvement plan

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Grade:**

NJC 12

# KEY DUTIES AND RESPONSIBILITIES

## Improving Student Participation

- ★ Extra-curricular and community activities within the designated year structure
- ★ Encouraging student participation in house and academy events

## Home/Academy Partnership

- ★ Assisting with new student induction
- ★ To participate and facilitate designated open evenings and parent evenings
- ★ Overseeing staff/ parent liaison within designated year groups as and when appropriate
- ★ Providing data for parents regarding student progress, achievements and concerns according to academy policy and procedures

## General

- ★ Be on duty each morning from 8:00am to 8:30am at Key Stage entrances to supervise student entry and deal with any issues that arise (for example, uniform, appearance, lates).
- ★ Follow up on attendance concerns with students and parents to promote regular and punctual attendance in accordance with the attendance policy.
- ★ Update student records and administrative systems
- ★ Contribute to and check student profile reports (especially behaviour and intervention logging on Bromcom) and their use in pastoral matters.
- ★ Issue and check on reports and support plans once they have been set up.
- ★ Prepare necessary information for disciplinary hearings with the SLT.
- ★ Arrange and service meetings with parents and other agencies as and when appropriate.
- ★ Be a presence around the academy and take responsibility for dealing with any relevant issues which may arise
- ★ To support the safeguarding, attendance, and welfare officers in their roles
- ★ To undertake any appropriate duty as requested by SLT, which supports the overall aims and objectives of the academy improvement plan
- ★ To attend and contribute to weekly pastoral meetings.
- ★ To apply agreed policies and processes around behaviour consistently, fairly, and accurately, e.g. the incremental pastoral response processes.
- ★ To provide appropriate support and be involved in transition processes as required providing cover is commensurate with grade.

## **Professional Development**

- ★ Participate in regular in-service training (INSET), CPD sessions and personalised continued professional development.
- ★ Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices.

## **Safeguarding**

- ★ Responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## **Key Responsibilities – All Staff**

- ★ To support the academy ethos
- ★ To contribute to academy-wide events including curriculum-focused events as part of the year team.
- ★ To support and contribute to the academy's commitment to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being
- ★ To be aware of the academy's duty of care in relation to staff, students and visitors and to always comply with all health and safety policies
- ★ To be aware of and comply with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. The stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable
<b>Qualifications and Professional Development</b>		
★ Educated to a minimum of GCSE Level or equivalent	✓	
★ Strong record and evidence of continuous professional development	✓	
★ Recognised Social Care Qualification or equivalent experience		✓
<b>Skills and Knowledge</b>		
★ Ability to communicate effectively both orally and in writing with students, colleagues, clients, and academy staff at an appropriate level.	✓	
★ Ability and evidence of the skills required to engage with colleagues in a variety of activities.	✓	
★ An ability to provide clear advice and information to parents/carers, teaching staff and other officers and professionals on matters relating to academy attendance, exclusions, pastoral support programmes and the education welfare service.	✓	
★ Ability to relate sensitively to students with complex problems and to contribute to a team approach to ensure that students' needs are considered.	✓	
★ Understanding of need for confidentiality and legal frameworks governing data.	✓	
★ Knowledge and understanding of the 'Keeping Children Safe in Education'	✓	
★ Knowledge of post 18 careers and destinations		✓
<b>Experience</b>		

★ At least two years' experience in working with people in an educational, training, or social work setting and providing support for their learning, achievement and well being	✓	
★ Experience working with post-16 students and their families		✓
★ Relevant experience of planning and delivering effective interventions for students		✓
<b>Equal Opportunities</b>		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give their best.	✓	
<b>Safeguarding</b>		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, always, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
<b>Health and Safety</b>		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**