

PASTORAL LEAD

The Macclesfield Academy, Park Lane, Macclesfield

Grade 8

SCP 24 to SCP 28

Job Description & Person Specification

Job Description

Reporting to

Deputy Headteacher, Inclusion and Culture

Purpose of the role

To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

Main responsibilities

Working with pupils

1. Identify strategies to help overcome individual pupils' barriers to learning.
2. Use systems to monitor the behaviour and progress of pupils who are on targeted interventions.
3. Co-ordinate and maintain the development of pupils' individual student support plans, reviewing ongoing progress towards set goals.
4. Maintain accurate and up to date risk assessments.
5. Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning.
6. Promote high standards of behaviour and consistently implement the school's behaviour policy.
7. Responsibility for teaching classes as a cover supervisor, as required.

Working with staff

1. Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff.
2. Liaise with teaching staff to support monitoring activities on individual pupils' behaviour.
3. Work with the Attendance Officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions.
4. Work with the SENCO to identify pupils in need of additional support and to develop individual support plans.
5. Work with senior leaders to develop whole-school pastoral care policies and action plans.
6. Participate in senior leadership meetings, as required.
7. Manage and lead the tutor team.

Working with parents/carers and external agencies

1. Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary.
2. Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child.
3. Lead EHP and attend safeguarding meetings.
4. Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance.
5. Build positive relations with parents/carers to encourage family involvement in their child's progress.
6. Communicate with parents/carers about specific support in place for their child.
7. Assist parents/carers with any information they need to support their child.
8. Liaise with external support agencies and professionals as required, to cater for pupils' individual needs.
9. Build and refresh knowledge on the range of external support available that could support pupils' individual needs.

Administration

1. Maintain accurate records of interventions and relevant meetings.
2. Facilitate the transfer of relevant pupil information inside and outside the school.
3. Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils.
4. Complete relevant paperwork required by external agencies.

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
2. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
3. Promote the safeguarding of all pupils in the school.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSEs at grades 9 to 4 (A* to C) including English and Maths		✓
Proven success in improving student outcomes within a school		✓
Experience		
Experience of working with children		✓
Successful experience in more than one school.	✓	
Knowledge & Skills		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole school context	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓