

Post Title	Senior Leader for Pastoral (non-teaching)
JD Ref No.	LP041
Responsible To	Head of School
Grade	11 to 13 (dependent upon experience)

Purpose	<p>To work as part of a team to achieve the following:-</p> <ul style="list-style-type: none"> ▪ The Senior Pastoral Lead will provide strategic leadership to ensure inclusion, behaviour, and attendance, are coherent and high-quality across The Queen Katherine School. The postholder will also provide strategic leadership of student recruitment and transition from Years 6 to 7.
Support for Students and School	<p>Inclusion:</p> <ul style="list-style-type: none"> • Maintain systems for identifying and supporting vulnerable students, including multi-agency working. • Measure impact of interventions and reporting to SLT and governors. • Deliver pastoral CPD to ensure high-quality practice. <p>Behaviour, Culture and Pastoral Leadership:</p> <ul style="list-style-type: none"> • Lead the behaviour culture, ensuring consistency and restorative practice. • Oversee behaviour systems, sanctions, expectations, and restorative processes. • Monitor behaviour trends and suspensions reporting to SLT and governors. • Monitor consistency of application of the behaviour policy through QA. • Line-manage pastoral teams and ensure strong provision and consistency across all year groups. • Represent the school on FAP panels. • Lead on Year 6-7 recruitment and transition processes alongside the Head of Year 7. • Work alongside the Head of School to develop and evaluate the school behaviour policy. <p>Attendance:</p> <ul style="list-style-type: none"> • Provide strategic oversight of attendance and punctuality. • Lead systems for monitoring patterns and early intervention. • Monitor consistency of application of the attendance policy through QA. • Work with families and agencies to improve attendance for target groups. • Work alongside the Head of School to develop and evaluate the school attendance policy. <p>Transition:</p> <ul style="list-style-type: none"> • Oversee the school's marketing and recruitment programme for Year 7. • Design and lead on the transition and induction process for students joining the school alongside Head of Year 7. • Lead on and manage events such as transition evenings, Open Evening and new intake day. • Support parents and students with transition from primary to secondary. <p>Operational Responsibility:</p> <ul style="list-style-type: none"> • Undertake other duties commensurate with the role of a member of the Senior Leadership Team.

	Essential	Desirable
Qualifications	Level 2 qualifications in English and Mathematics	Higher level qualifications in English and Mathematics (level 3 or above)
	Evidence of ongoing professional development related to safeguarding, inclusion, behaviour, SEND or leadership.	
Experience, Skills & Knowledge	Experience in pastoral leadership, behaviour, safeguarding or SEND.	Experience contributing to whole-school priorities.
	Experience leading teams and improving outcomes for students.	
	Knowledge of safeguarding legislation including Keeping Children Safe in Education (KCSIE).	
	Understanding of the SEND Code of Practice and inclusive teaching.	
	Knowledge of behaviour management, restorative and trauma-informed approaches.	
	Strong analytical skills for behaviour, attendance, and safeguarding data.	
	Excellent communication, interpersonal, and leadership skills.	
	Strong understanding of staff development frameworks and adult learning.	
Personal Qualities	Commitment to equity, diversity and student wellbeing.	
	High integrity, emotional intelligence, and a strong moral purpose.	
	Ability to inspire confidence and build strong relationships.	
	Alignment with the school's values and commitment to continuous improvement.	

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Requirement for some out-of-school activity, working additional weeks during school closures to support specific activities or events as appropriate • The postholder may be required to work at other schools within the Trust. A valid driving licence/ability to travel independently may be necessary to fulfil this role. • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointments are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>

<https://www.cumbriaeducationtrust.org/>