



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



PASTORAL LEADER

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Pastoral Leader

Responsible to: Deputy Headteacher (Pastoral)

Job Purpose: To support the welfare and progress of students in their learning, behaviour and transitions with particular focus on students within internal alternative provision.

Job Context: Leads on pastoral support to pupils, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning.

Works with students in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity.

Works and communicates closely with children, young people and their families to engage with them to support school attendance and children missing from education, exclusion, behaviour and transition arrangements. Manage the curriculum (academic and pastoral) and progress of students in internal alternative provision.

Ensure needs of students are met and work with colleagues in school and those who are multi-agency partners to ensure high quality provision.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Accountabilities/Main Responsibilities

Catholic Ethos

- To promote actively the Catholic Ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher.
- To supervise arrangements of assemblies.
- To promote group activities which support social, spiritual and moral development.

Pastoral and Academic

- To monitor the academic progress of students in the year group and to support them in fulfilling their academic ability.
- To actively monitor and respond to pastoral developments and initiatives at national, regional and local levels.
- To set and maintain high standards of discipline, behaviour, appearance and uniform.
- Organises the collection of statements from pupils following an incident.
- Deals with queries and problems in relation to students and supervises students sent out from lessons.
- Co-ordinate the supply of references on students to further education establishments and employers.
- Deals with all correspondence in relation to student welfare and behaviour.
- Supports the transition process for students between classes and/or schools.
- Plans schedules of work missed for students sent home and supports the reintegration of those who have been absent.
- Receives unwell students, contact their parents as necessary and act as a school first aid officer.
- Monitor students' attendance and punctuality and work with them to improve it.
- Work with teaching staff to undertake assessments of pupils to determine those in need of particular help and develop a support plan of appropriate interventions and action to lower the risk of exclusions.

JOB DESCRIPTION

Pastoral and Academic

- Co-ordinates homework between teacher and identified pupils.
- To be accessible to parents/carers and children, in school or at their home, as appropriate, developing positive working relationships.
- To help facilitate Parenting Agreements.
- Offer early Intervention and preventative support to parents/carers and young people.
- To work with children on social interaction skills, risky and emotional behaviour, and to support and promote engagement.
- To promote and encourage equal opportunities in education and to support young people and families to communicate their wishes in the educational setting so that they can gain optimum benefit from the service.
- To promote emotional wellbeing via planned intervention with young people and their parents/carers.
- To identify and support young carers
- To attend the Pastoral Disciplinary Board and the Governors' Pastoral Committee meetings, when requested.
- To undertake both group work and regular one to one sessions with young people and families to develop and enhance parenting skills, and build relationships using evidence based models of intervention.
- To support school policies on behaviour and anti-bullying strategies.
- To provide support to children at risk of exclusion and their families.
- Support excluded pupils to continue with their school work and build a plan for reintegrating the pupil back into school on return.
- To assist in the co-ordinating and delivery of Parent Information sessions around transition.
- To attend and play a significant role in the annual Awards Evening and co-ordinate student awards during the year.
- To oversee the Pastoral Student Report process.
- To encourage extra-curricular activities.
- To establish the process of setting of targets within the year group and to work towards their achievements.

Pastoral and Academic

- To implement and regularly review school self-evaluation procedures and to ensure adherence to those.
- To ensure the maintenance of accurate and up to date information on the management information systems.
- To make use of analysis and evaluate performance data provided and take appropriate action.
- To assist the Deputy Headteacher to provide the Governing Body with relevant information relating to the team's performance and development.
- To act as a positive role model for young people and their families.
- Oversee programmes specific to the year group (STEP, Shine, Transition, Parents Evening etc) and facilitate with SLT in the co-ordination both internal and external communication.
- To assist relevant staff in the preparation of examinations.

Communications

- Provide advice to pupils relating to their social, health, hygiene and emotional development needs.
- Provides feedback to pupils in relation to their progress, achievement, behaviour and attendance.
- Provide information and advice to pupils to enable them to make choices of their own.
- Act as the first point of contact for parents and students when personal matters affect learning.
- Attends Looked After Children and Team Around the Child meetings reporting back to Senior Leaders.
- Liaises with other school staff raising awareness of issues with particular students and advising staff on proposed support plan.
- To support parents/carers and young people to express their views when appropriate, where they are unable to do so themselves.
- To encourage parents/carers in accessing appropriate Parenting courses to enable them to support their children through transitions.
- To liaise with other professionals involved at key transitional stages.

JOB DESCRIPTION

Communications

- To establish rapport and respectful trusting professional relationships with young people, their families and carers and external agencies.
- To liaise, when necessary, with SENCO, Support, Learning Support and Senior Leaders.
- To liaise with the Deputy and Assistant Headteacher and Senior Management link to ensure that the link between the work of the year group and the global objectives of the school is firmly established.
- To become accepted as the person to whom students within the year can turn to for guidance in addition to their form tutor.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press release.

Partnership Working

- To work in partnership and offer non-judgemental support to families parents/ carers, pupils, school staff and other external agencies.
- To liaise and work closely with statutory and voluntary agencies.
- To support the work of other agencies to holistically support young people at times of crisis including: Police and CAMHS.
- To establish common standards of practice.

Skills Development

- Practice Continuous Professional Development.

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information

- Record information on pupils' behaviour on the appropriate system.
- Records information on pupils' truancy from school.



JOB DESCRIPTION

Systems and Information

- Records information of exclusions.
- To maintain accurate and up-to-date casework records in relation to children.
- To provide accurate and timely information, returns and reports when required.
- To understand the importance of consent and comply with the procedures for obtaining consent from young people and their families.

Planning and Organising

- Contribute to the development of behaviour and attendance policies and procedures for the school.
- To work with families to prepare, produce and develop achievable action plans to enable them to move forward in a positive way.
- To seek or implement modification and improvement where required.

Data Protection

- To comply with policy and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.

Equalities

- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

Customer Service

- The organisation requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The organisation requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

Resource Management

- To contribute to staff training and development;
- To attend team meetings/share effective working practices;
- To engage in regular peer supervision support and training;

Additional Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
EDUCATIONAL ATTAINMENT	E1	GCSE in English & Mathematics	AF, C
WORK EXPERIENCE	E2	Recent and substantial experience of supporting young people in educational settings who have displayed challenging behaviour	AF, I, R
	E3	Recent and substantial experience of supporting vulnerable children and identification of support needed	AF, I, R
	E4	Experience signposting and leading intervention and activities that develop self-esteem, confidence and improved social and academic outcomes	AF, I, R
	E5	Experience of working with students who have SEND needs	AF, I, R
	E6	Experience of representing an organisation at meetings	AF, I, R
	E7	Experience of partnership working	AF, I, R
	E8	Experience of child protection and working within policies and procedures	AF, I, R
	KNOWLEDGE, SKILLS AND APTITUDES	E9	Knowledge of current relevant legislation, and school systems
E10		Good communication involving oral, written and IT skills	AF, I, R
E11		Ability to forge effective working relationships with young people and their families	AF, I, R
E12		Ability to lead and manage groups of students	AF, I, R
E13		Excellent behaviour management skills	AF, I, R
E14		Adept at problem solving	AF, I, R
E15		Ability to work individually and as part of a team	AF, I, R
E16		Ability to organise and prioritise work	AF, I, R
E17		Awareness and understanding of inclusion and diversity	AF, I, R
E18		Awareness of the curriculum	AF, I, R
E19		Awareness of how school data is used to support progress	AF, I, R
E20		Concise report writing and accurate record keeping	AF, I, R
E21	Ability to work within a statutory framework	AF, I, R	

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
DISPOSITION	E22	Commitment to the tenacious support and development of young people	AF, I, R
	E23	Ability to develop effective working relationships with adults and children	AF, I, R
	E24	Good interpersonal skills, tact, and awareness of the need for confidentiality	AF, I, R
	E25	Transparent and accountable	AF, I, R
	E26	Ability to work independently with minimum supervision	AF, I, R
	E27	Ability to work under pressure and to meet deadlines	AF, I, R
	E28	Calm and politely assertive	AF, I, R
	E29	Disposed to undertake professional development	AF, I, R
	E30	Self-motivated	AF, I, R
	CIRCUMSTANCES	E31	Ability to be flexible in working patterns

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
WORK EXPERIENCE	D1	Leadership/management experience	AF, I, R
	D2	Experience of leading training	AF, I, R
	D3	Experience in mentoring/counselling children or young people	AF, I, R
	D4	Experience of teaching/covering lessons in a school setting	AF, I, R
DISPOSITION	D5	Creative and determined	AF, I, R

Key – Stage identified

AF	Application Form
C	Certificates
I	Interview
R	References



BISHOP HOGARTH

We are
BISHOP HOGARTH
Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**