



Pastoral Support

Job Title:	Pastoral Lead for Year 8 and 9
Salary:	Grade 6 (38 weeks + 5 days training)
Employer:	Ormiston Academies Trust - Ormiston Sandwell Community Academy
Location:	Sandwell Tividale
Responsible to:	Senior Pastoral Lead

Vision and purpose

To support the relevant Heads of Years ensuring students' attend school and meeting expectations, are on time every day and are supported to ensure their behaviour is demonstrating they are ready to learn. You will take the lead in contacting parents/carers where children need extra support to meet those expectations, creating positive relationships and building trust between home and school. As a highly visible member of staff, you will ensure students are ready to learn by creating a culture of high expectation where students know the values and expectations of behaviour. You will be the first port of call in dealing with incident of poor behaviour.

General/Core Duties

- Highly visible, supportive and approachable
- Checking students are settled for learning
- Undertake whole Academy duties as outlined in responsibilities agreed each year
- Monitor and support the overall progress and development of students
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the academy's policies
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the academy's Staff Code of Conduct
- To actively engage in academy's CPD programme
- To undertake any other duty as requested by the Principal, in line with the level of the role
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- To attend meetings as appropriate
- To complete first aid training and support students with non-essential first aid issues. (e.g. ice pack, plasters)
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title

Specific Responsibilities related to Pastoral support

- To praise, reward and encourage all students where appropriate
- To be highly visible and respond to incidents where students need support to meet expectations
- To conduct detailed and high-quality investigations following incidents of poor behaviour
- To support with all educational trips for the year group
- To liaise with the Heads of Year providing detailed feedback and information regarding incidents of poor behaviour and supporting with the sanction process
- When appropriate to support the year group with assessments
- Cover reflection room when needed
- Ensure students who are attending the Reflection Room are settled and engaged throughout the day, and receive intervention
- Administer the detention system ensuring registers are taken and disseminated to the relevant people
- To be the first 'port of call' to support the on-call process when needed
- To use data including but not limited to behaviour, attendance, punctuality, FTE, reflection room, achievement points to help to inform intervention where necessary for year 8 and 9 students
- To identify and respond to students' underachievement providing necessary support both academically and socially through the referral system
- To build relationships with parents/carers and their families within the year groups
- To support and build a culture where students feel safe and secure by ensuring all staff are equipped to support students who need additional help
- To support student leadership within Year 8 and 9, exposing them to real life leadership opportunities.
- To support with Parents' Evenings and other similar events
- To undertake any other duty as requested by the Heads of Year or SLT in line with the level of the role

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from Early Help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To always consider what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of students' health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes