**Pastoral Lead**

**High Point Academy**

**JOB DESCRIPTION**

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| **Job Title** | Pastoral Lead |
| **Salary** | Grade F, Point 30-42 £30,127 - £37,691 Term time only, pro rata salary £25,913 - £32,420 |
| **Contract Type** | Permanent – 36.5 hours per week – Full Time, term time |

**JOB DESCRIPTION AND PURPOSE:**

The Pastoral Lead, under the direction of the Headteacher, will be responsible for establishing, high expectations of behaviour from our pupils for providing wellbeing support at High Point Academy in line with the vision and values of the school and the Trust.

The key aspects of this role are;

* To coordinate and organise targeted individual support to pupils who require additional support to manage within the school environment.

To support with the wellbeing and behaviour needs of the pupils in school and support their families in liaison with the school’s Safeguarding and Family Support Lead.

**JOB CONTEXT**

The pupils in our school have a diagnosis of Autism and EHCP, they may also have additional needs associated with their Autism such as moderate learning needs and speech, language and communication needs. Some pupils may exhibit some Social, emotion, mental health needs, ADHD, PDA, and ODD.

To support with the wellbeing and behaviour needs of the pupils in school and support their families.

**REPORT TO:** Headteacher

**DUTIES AND RESPONSIBILITIES**

**Key responsibilities**

**Wellbeing and Behaviour Support**

* To support the day-to-day management of pupil behaviour across the school.
* Ensuring that the school’s Behaviour Hub has appropriate displays, resources and student work is appropriately prepared for all students, ensuring full access to the curriculum
* Ensure pupils who attend the school’s Behaviour Hub are engaged and settled throughout their time using this room
* To maintain records of which pupils are using the school’s Behaviour Hub and to regularly review this data to inform the school’s response to pupils
* To be responsible for the admin and monitoring of all the school’s behaviour records, regularly reviewing this data to inform the school’s response to pupils. Provide/ contribute to reports for the SLT and Local Academy Council
* To provide support to class teams to manage behaviour within set groups.
* To facilitate reflection time with the class team and pupil where appropriate (particularly post-incident)
* To support the Senior Leadership Team with the invigilation of examinations
* To investigate any concerns raised in school about the behaviour of a child and to liaise with the SLT and Safeguarding and FSW Lead as appropriate.
* To attend pupil behaviour meetings with parents or other professionals
* To use data including, but not limited to behaviour, attendance, punctuality, intervention rooms, The Hub and achievement points to inform pupil interventions. This may include adapted timetables or other positive support strategies
* To demonstrate impact of pupil interventions around the management of their behaviour
* To lead whole school training relating to behaviour
* To make calls each day liaising parents to inform them of behaviour concerns .
* To be the first 'port of call' to support the on-call process when needed
* To identify and respond to pupils' underachievement providing necessary support both academically and socially through the school’s Behaviour Hub support system.
* To support the Senior Leadership Team with the rewards ensuring pupils are engaged and there is a culture of celebrating success as a team
* To build relationships with parents/carers and their families
* To support and build a culture where pupils feel safe and secure by ensuring all staff are equipped to support pupils who need additional help with managing their behaviour
* To support with Parents' Evenings and other similar events
* To undertake any other duty as requested by the Senior Leadership Team in line with the level of the role

**Safeguarding**

* To ensure that all pupils 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 pupils who may benefit from Early Help as soon as possible and discuss the Safeguarding and Pastoral Lead
* To always consider what is in the best interests of the child
* To protect students from maltreatment; preventing impairment of pupils' health or development; ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care
* To take action to enable all pupils to have the best outcomes

**Relationships with parents**

* To lead behaviour meetings with parents as part of responses to behaviour and interventions
* To support parents through appropriate strategies/ signposting to agencies in liaison with the school’s Safeguarding and FSW Lead.
* To design activities/initiatives and workshops to support parents at home with behaviour
* Conduct home visits where necessary

**General**

* Contribute to the overall ethos/aims of the school
* Participate in training, other learning activities and performance development as required
* Attend and participate in relevant meetings as required
* The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
* The post holder has a responsibility to safeguarding and promote welfare of children and vulnerable adults during the course of their work

**Other Responsibilities**

* Weekly supervision with HT and Senior Leadership Team
* Model positive play at Lunchtime
* School Council (Joint responsibility with Safeguarding and Family Support Lead)
* Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
* Carry out your duties with full regard to the Trust’s published employment policies.
* Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
* Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust’s schools.
* Always promote the Trust’s co-operative ethical values
* Any other duties as commensurate with the post.

**ANNUAL LEAVE**

This is a term time only post.

**REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the CEO or the post holder but only after full consultation with the post holder.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

The role has recently been independently evaluated in respect of responsibilities and pay range.

**PERSON SPECIFICATION**

**JOB TITLE -**

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| Criteria | Essential | Desirable |
| Education, qualification and professional development | GCSE or equivalent in English and Maths at Grade C or above.  Qualifications relevant to working with children and young people.  Excellent written and oral communication skills  This post holder will require an enhanced DBS Driving licence and access to a car | Designated Safeguarding Lead (DSL) trained or a willingness to complete this.  Degree or higher-level qualification relevant to working with children and young people.  To be Team Teach trainer qualified or a willingness to complete this |
| Experience, professional skills and knowledge | Experience of working with children with autism in a specialist setting or experience  Experience working with pupils with social emotional and mental health needs  Experience of working with children relevant to the cohort and age-range of the school  Experience of supporting pupils achievement, social, emotional development and well-being  The ability to liaise confidently with stakeholders, including parents/carers and other professionals.  Knowledge and experience of Team Teach  Confident in the use of ICT  Familiar with analysing behaviour data and recognising trends and implementing interventions.  A good knowledge of relevant management information and recording systems i.e. Bromcom, and CPOMS Knowledge of Safeguarding policies and procedures and how to implement these within a school setting  An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection  The ability to presently confidently and competently at meetings or training sessions  The ability to use data effectively to monitor, analyse and report on progress  A willingness to complete any relevant training required  To participate in development and training opportunities  Work in ways that promote equality of opportunity, participation, diversity and responsibility | Experience of working in a trauma-informed / attachment aware setting  Experience of restorative practice  Experience with the emotion coaching approach |
| Personal qualities and attributes | Recognising the importance of bespoke programmes for individual pupils.  Investment in all pupils which you work with by building positive relationships with all  Ability to build positive relationships with stakeholders  Self- motivation and personal drive to complete tasks to the required standards and timescales  To be able to work well under pressure and resilient in challenging situations  To be approachable within a school environment  To have a good level of communication skills  The ability to work flexibly when required  A commitment to school improvement  Ability to work within a team effectively  Demonstrate a strong commitment to the ethos of the Schools/ Trust |  |

**How To Apply**

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact

**Meeting the Headteacher**

There will be opportunities to meet with the Headteacher to discuss the role and ask any questions. Please contact the school directly to arrange an appointment.

**Application Form**

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Please note that CVs will not be accepted.

**Equal Opportunities Monitoring**

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application. Please send these documents to [enquiry@highpoint.fet.ac](mailto:enquiry@highpoint.fet.ac) and [recruitment@fet.ac](mailto:recruitment@fet.ac) to arrive by the closing date Wednesday 7th June 2023.

**Shortlisting**

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone and by email. If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

**Interviews**

Interviews will be held at Monday 19th June 2023. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving license or identity card.

**References for shortlisted candidates**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Heights Academy has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK.

Having read the application pack and believe you possess the highlighted skills and qualities, are passionate about working alongside pupils with SEND and would like to shape their futures at a progressive school, then we would like to hear from you. Applicants should apply at [enquiry@highpoint.fet.ac](mailto:enquiry@highpoint.fet.ac) and recruitment@fet.ac

The deadline for applications is Wednesday 7th June 2023 at 9am.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. Please note that only applications received via our application portal will be accepted, we will not read accompanying CVs. Enhanced DBS clearance, Disqualification (regulations) 2009, and prohibition checks if overseas trained. Certificate of good conduct will need to be obtained if applicable prior to interview. If you do not hear from the school within 14 days of returning your application form to us, please assume that your application has not been shortlisted.

Forward Education Trust is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must promote this ethos.