



APPOINTMENT OF A PASTORAL LEADER

Job Title:	Pastoral Leader
The Post:	<p>The Governors are seeking to appoint a committed Catholic/Christian who can show by example and from experience that he/she will work with the Pastoral Care team to articulate and promote the wellbeing and aspirations of all pupils within a particular year group.</p> <p>The successful candidate will oversee the growth and development of every pupil in the year group to ensure each child reaches their full academic, social and emotional potential within the context of the school.</p>
Salary	TLR 2C
Applicants	<ul style="list-style-type: none"> • Applicants will be outstanding practitioners with proven successful teaching experience. • Applicants will have had experience of pastoral support work or will have demonstrated a keen interest in this area through CPD opportunities. • Applicants must also be able to establish excellent relationships with colleagues, pupils and parents and be able to work well with others. • Applicants must have a clear vision for the year group.
Purpose	<p>To support the Pastoral Care team and the success of the school by:</p> <ul style="list-style-type: none"> • Caring, inspiring and motivating pupils through the promotion of excellence, equality and high expectations for all. • Working with and guiding staff in strengthening their approach to pastoral care, behaviour for learning practice and the wellbeing of all pupils. • Encouraging pupils to be resilient, articulate, courageous and curious. • Contributing to the safeguarding of pupils and staff. • Ensuring effective and regular communication with parents/carers to offer information on their child's progress and welfare. • Monitoring the academic progress of the year group and to identify [] with a view to ensuring intervention takes place. • Ensure that all pupils uphold the highest standards of appearance and behaviour.
Personal Qualities and Abilities	<ul style="list-style-type: none"> • A strong and committed Catholic/Christian faith. • Passionate about the wellbeing of ALL pupils. • An ability to articulate clear values and moral purpose to staff, parents/carers and pupils. • A strategic and creative thinker with the skills, ability and passion to enable young people to flourish. • A motivator who is able to enthuse, challenge and inspire the pupils in their care. • An excellent communicator.
The role of Pastoral Leader	<ul style="list-style-type: none"> • Building community within the Year group. • Monitoring the behaviour and welfare of each child in the year group. • Monitoring and intervening to ensure pupils' academic progress and working closely with the Assistant Principal in charge of raising attainment to ensure this. • Building strong relationships with parents/carers in order to work in partnership in the best interests of the child. • Having a clear understanding of safeguarding procedures and how to administer these. • To undertake regular safeguarding training so as to safeguard and protect all pupils that you teach and meet and to have a clear understanding of the Prevent agenda.

	<ul style="list-style-type: none"> • Becoming an advocate for all pupils by ensuring their access to appropriate systems of support which are evaluated regularly. • Leading, managing and developing a team of form tutors. • Along with the Pastoral Care team, implementing and monitoring school policies as they pertain to pastoral care (e.g. community expectations, consequences, anti-bullying and friendship). • Promoting and developing the Catholic ethos of the school. • Organise Consultation Evening(s) for year group. • Liaising closely with the SENCO and TA Co-ordinator for the year group to ensure pupils are receiving the best access arrangements and SEN support. • Support and monitor the team of tutors as they implement pastoral expectations (tutor time, assemblies, services/ reporting etc.). • Monitor and develop the rewards and consequences policies of the school as they pertain to a specific year group. • To play a lead role in the behaviour management and discipline of pupils. • To support morning, lunchtime and after-school duties. • Liaise closely with the Attendance Officer to ensure outstanding attendance and punctuality of all groups of pupils. • Liaise with the Pupil Premium lead to ensure pupil premium pupils make more than expected progress. • Lead own Year Council. • Co-ordinate induction for late admissions, organise transition interviews and reports home to parents in their first term. • Lead extra-curricular and fundraising activities for the year group. • Contribute to providing a safe, calm and well-ordered environment for all pupils and staff. • Provide tutors with all relevant and essential information on pupils in their form groups and updating as necessary. • Prepare assemblies. • Liaison with tutors/subject teachers about individual pupils. • Liaise with relevant Pastoral Leader to ensure a smooth transfer to the next year/transition interviews. <p>In addition to the above, there will be tasks related to a specific year group which will be determined in consultation with the person appointed.</p>
<p>Application Process</p>	<p>As well as completing the application form please apply by letter of a maximum of two pages. Please consider the following key areas:</p> <ul style="list-style-type: none"> • Your reasons for applying for the post and a vision of what you will bring to this role. • The experiences that you have had that you feel are relevant to the post. • An outline of what you feel are the key issues in pastoral care. • An indication of your strengths, both personally and professionally for this role.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions Document and the national Teacher Standards.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check