# Trinity Academy Newcastle Multi Academy Trust

# Job Description

**POST TITLE:** Pastoral Lead

**Grade:** **N7**

**RESPONSIBLE TO:**  Assistant Head – Behaviors and Attitudes

# JOB PURPOSE: The Pastoral Lead will:

* Assist the Assistant Head – Behaviors and Attitudes in carrying out responsibility for the care and welfare of all learners on a selected site.
* Ensure that procedural policies are followed on a particular site.
* Ensure that the personal management and supervision of learners is always of a professional and caring nature.
* Assume a lead role in matters pastoral in the absence of the Assistant Head – Behaviors and Attitudes.

**Main duties and responsibilities:** The following identifies both typical and specific duties and responsibilities that the Pastoral Lead will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required from time to, time.

**General**

* Assist the Assistant Head – Behaviors and Attitudes in the continuing development and improvement and services it provides and help develop policies and procedures, with particular regard to the pastoral provision
* Responsible for ensuring the welfare of all children on site is adequately promoted and safeguarded
* To provide general care and welfare by responding appropriately to the social, emotional, mental health and physical needs of learners
* To ensure that learners maintain an appropriate level of hygiene and, where necessary, assist with meeting the intimate care needs of learners
* To supervise learners at both break times and lunchtimes
* Site responsibility for the provision of and participating in, the on-call support network available to learners throughout the school day
* To provide classroom cover in the absence of teaching colleagues
* Liaison with parents/carers
* Liaison with statutory and non-statutory agencies

**Planning**

* To assist the Assistant Head – Behaviors and Attitudes in on-going development of therapeutic interventions and support services provided to students by the Pastoral Team
* The development of service provision to engage and support parents and carers in their parenting role
* To promote links with other schools to facilitate inter-school sport and recreational experiences for students and resource sharing
* Ensuring that everyday Academy site routines and practices are adequately staffed and supervised to ensure continuity for and safety of students
* To assist the Head of School in the continuing development and improvement around Academy attendance.

**Management**

* To assist the Assistant Head – Behaviors and Attitudes in the overview of all site planning strategies for the needs of children using the school's additional & extended provision.
* To support the Assistant Head – Behaviors and Attitudes in providing appropriate induction and ongoing training for Academy staff such as behavioural leadership, team teach.
* To ensure acceptable conduct and behaviour of all students and assume a leading role in the promotion of effective student management & behavioural leadership;
* To assist the SLT in developing and maintaining effective communication throughout the site
* Responsible for developing and maintaining site links with school transport, health, education welfare and social service providers.

**Pastoral**

* To support all ‘Children in Care’ attending school and matters affecting them,
* To assist the Assistant Head – Behaviors and Attitudes to establish, coordinate and manage an annual programme of group work sessions for all children focusing on personal, social, and health development issues;
* To support the academy in the development and use of appropriate methods, strategies for working with both individuals and groups;
* Responsible for the site management and co-ordination of crisis intervention work undertaken with students and/or their families
* To assist the Assistant Head – Behaviors and Attitudes in the development, support and promotion of the school's policies on both child protection and anti-bullying matters
* To contribute support and promote the extended schools programme.

**Administration**

To organise, and maintain records, for example:

* + - Meetings pertaining to students;
    - Students health and welfare needs;
    - The administration of medication
    - Data collection and analysis

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.