

Senior Pastoral Lead Job Description

- Work with the assistant Headteacher for pastoral in taking the lead in managing the behaviour, safety, personal development and emotional wellbeing of all learners
- Be responsible for the implementation of the school's systems, procedures and policies in relation to pastoral support structures
- Lead Child Safeguarding training for new staff throughout the year
- Be responsible for a rapid response system for managing and prompt referral of Child Safeguarding concerns, including PREVENT and CSE referrals
- Manage referrals to all multi-agency stakeholders to access and engage external support for all learners
- Represent Shoeburyness High School at Local Authority strategic meetings for development of behaviour and safety, personal development and emotional wellbeing
- Support the Assistant Headteacher responsible for pastoral care by acting as the lead professional for Child Safeguarding referrals
- Work with colleagues, parents, learners and external stakeholders where appropriate to develop individual action plans to improve behaviour
- Work with and support colleagues in and outside of the classroom
- Act as the lead representative of Shoeburyness High School in all multi-agency working
- Use SIMS to produce pastoral reports for SLT and other external stakeholders as required
- Work collaboratively with the school Attendance Team to address attendance and punctuality concerns through strategic action planning
- To attend meetings and engage in development activities and training as required, including multi-agency working
- Develop specialist knowledge of prevalent and emerging pastoral issues. Interpret matters of policy and statute to ensure statutory compliance is upheld to the highest degree. Develop expertise in all processes and procedures to raise expectations
- Establish constructive relationships and communicate professionally with all stakeholders including learners, staff, parents, Governors and external agencies
- Lead on anti-bullying strategies across the school and take swift action to sanction any bullying incidents
- Create a positive and ambitious Pastoral Team ethos to secure outstanding outcomes for all learners

- Be responsible for collating and nominating pupils for rewards and recognition in school and for national awards
- Line manage the Year Managers and School Counsellors, undertaking appraisals and reviews
- Provide direction and effective management for the School Counselling Service, ensuring that systems enable effective and pro-active emotional wellbeing support
- Organisation of whole cohort activities including photographs and vaccinations
- Facilitate and support assemblies as necessary
- Assist the Assistant Headteacher for Pastoral and the Headteacher in developing policy and practice to enhance the pastoral provision for all learners
- Be an exemplary leader in communication and dealings with learners, staff, parents and external agencies
- Facilitate and manage internal isolation procedures and processes
- Provide cover for Year Managers in their absence
- Develop relationships with other schools to ensure mutual support e.g. managed moves
- Any other reasonable duties as requested by line manager, Headteacher or member of SLT

Person Spec

- Ideally educated to degree level
- Experience of working with different agencies
- Experience of leading staff and learners
- Experience of instilling high expectations across a cohort of learners and staff
- Experience of multi-agency working within a variety of contexts
- Completion of statutory Level 5 Child Safeguarding training
- Experience of leading staff training
- Experience of strategic action planning to improve outcomes