



# Ark All Saints Academy

## Deputy Pastoral Director Job description

<b>Reports to:</b>	Pastoral Director
<b>Salary:</b>	£31,840-£37,306 per annum (pro rata)
<b>Hours:</b>	Full time ,40 hours per week as directed by Line Manager
<b>Contract type:</b>	Permanent (Annualised Contract)

Ark All Saints is a small school made up of 600 scholars. We consider ourselves to be members of a family, who work together to ensure the success of all our children.

Our staff team is deeply committed to the new academy's transformation and future, and looking to create a vision for success, a culture of academic achievement and a nurturing environment in which students can thrive. A Church of England school whose only admission criteria is on distance, we welcome students of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

Ark All Saints Academy are looking to appoint a highly motivated and inspiring Deputy Pastoral Director. You will work with families, parents and carers to enable young people to have full access to educational opportunities and overcome barriers to learning. As well as your key responsibilities, you'll be an inspirational role model to our pupils and work with both staff and the wider school community to establish a supportive and nurturing environment in which children can progress.

### The Role

- To support the Pastoral Director in creating and embedding a culture that enables all scholars to maximise their achievements across the spectrum of school life.
- To monitor scholars' academic progress and address the needs of scholars who require help to overcome their barriers to achievement, both inside and outside of school, through activities and strategies enabling them to reach their full potential.
- To liaise both internally and externally with agencies and individuals to support scholars' progress.
- To work with relevant colleagues to ensure that the highest level of pastoral care is provided to every scholar and play an active role in resolving any issues of scholar welfare and support.

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## **Key Responsibilities**

### Behaviour for Learning

- To support the Pastoral Director in ensuring that scholars have been successfully inducted in the school's messages, policies and routines, and that these are understood and maintained throughout the year
- To communicate the highest expectations of behaviour and consistently and effectively implement the Academy's behaviour management policy and procedures
- To establish and communicate the highest expectations of attendance and punctuality for all scholars
- To be responsible for effective follow-through around school culture and scholar discipline
- To work closely with relevant colleagues to ensure that scholars demonstrate positive behaviour and that the teams are fostering the right culture
- To successfully reinforce an ethos of high expectations, exceptional attitudes to learning and exemplary conduct.
- To personally demonstrate the persistence, insistence, and consistence necessary to inspire positive behaviour.
- To contribute to assemblies, pastoral initiatives and enrichment programmes
- To take responsibility for following up behavioural incidents which occur
- To support scholars in acquiring and developing learning dispositions and positive character traits
- To contribute to raising scholars' aspirations through implementing systems for praise and recognition in conjunction with the Pastoral Director
- To work with our data management team to ensure attendance, punctuality, behaviour and academic data is used to constructively lead school improvement on a scholar by scholar and year by year basis.

### **Liaison**

- To liaise both internally and externally with agencies and individuals to support scholars' progress
- To attend conferences regarding scholar welfare and support and initiate follow up
- To liaise with the school's behaviour development unit and outside agencies to set up interventions to support individuals and groups of scholars, as and when required
- To develop effective relationships with the parents/carers of the scholars and to communicate regularly with them.

### **Monitoring and evaluation**

- To provide assistance as required in the collection and monitoring of behaviour and attendance data
- To monitor and review the behaviour, learning and progress of scholars in year 7 through the use of data and work with relevant colleagues to plan and implement appropriate interventions.

- To monitor the attendance of scholars, highlighting any attendance and punctuality issues promptly and working with the Pastoral Director to address any such issues
- To review the attainment and progress of all scholars and assist in the writing of reports.

**Other**

- To undertake any other duties as directed by line manager and/or the Principal.
- To play a full part in the life of the school community

# Person Specification: Deputy Pastoral Director

## Qualification Criteria

- Right to work in the UK
- Qualified to degree level or relevant experience

## Experience

- Experience of working effectively with children/young people and their families
- Experience of working with young people from backgrounds of socio-economic disadvantage
- Experience of implementing effective behaviour development strategies in an urban, multi-cultural setting
- Demonstrable evidence of raising aspirations and/or having directly impacted on the academic achievement of a group of young people
- Experience of working to support the significant success of others.

## Behaviours and attributes

- Genuine passion and a belief in the potential of every scholar
- Helpful, positive, calm and caring nature
- A friendly and supportive manner, which enables the development of a positive working relationship with a wide range of staff and scholars.
- Resilience and relentless drive to do what it takes to ensure all scholars succeed.
- Motivated to continually improve standards and achieve excellence
- People-oriented and passionate about exceptional customer service delivery
- Vision aligned with AASA's high aspirations and high expectations of self and others

## Specific knowledge and skills

- Strong interpersonal, written and oral communication skills
- Excellent administration and organisational skills
- Able to develop a range of approaches to assist in engaging with young people and to encourage them to engage with the learning process
- Understands the range of support services/providers and the ability to communicate effectively with education and care professionals, statutory bodies
- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.
- Able to consistently display tact and firmness in a variety of situations
- Able to use analyse and interpret data to identify weaknesses that need addressing.
- Able to work on own initiative and make good judgments.
- Works constructively as part of a team, understands classroom roles and responsibilities and own position within these and commands the confidence of colleagues
- Thorough understanding of strategies to establish consistently high standards of behaviour in and commitment to relentlessly apply these strategies

## Other

- Willing to undertake training
- Committed to fostering a learning environment, which is welcoming and motivating for scholars
- Committed to the safeguarding and welfare of all scholars.

*Ark Schools is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*