



Job Description: Pastoral Director

Reporting to: Assistant Principal, Pastoral

Start date: September 2023

Salary: £29,284.30-£34,663.64 pro rata of £32,527-£38,502. Term time only + 10 days

Working Hours: Term time only plus 10 days

At Ark All Saints Academy we believe that pastoral care is at the heart of everything we do. Scholars will be successful if they feel safe and have good relationships with staff. We are looking to appoint a highly motivated and inspiring Pastoral Director who will be able to support and facilitate the progress of 120 scholars through their journey towards GCSEs and beyond. You will work with families, parents and external agencies to enable young people to have full access to educational opportunities and overcome barriers to learning. We want all of our scholars to grow in confidence, live responsibly act with integrity and be successful.

As well as your key responsibilities, you will model to scholars professional standards and work with both staff and the wider school community to establish a supportive and nurturing environment in which children can progress.

Our staff is deeply committed to the academy's vision and values. It has a culture of academic achievement and a nurturing environment in which scholars can thrive. A Church of England school whose only admission criteria is on distance, we welcome scholars of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The Role

- To create and embed a culture that enables all scholars to maximise their achievements across the spectrum of academy 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.

Key Responsibilities

- Facilitate leadership of year group
- Manage the year group's staff and scholars to ensure rigorous behaviour systems are sustained and scholars are making good academic progress.
- Contribute to the overall academy-wide leadership through specific leadership duties.

Behaviour for learning

- Encourage high standards of learning, attendance, punctuality and behaviour by implementing procedures in line with school's Behaviour for Learning policies
- Contribute to the review of safety and welfare policies and procedures in school to ensure that scholars and staff benefit from working in a productive climate for learning
- Devise, implement and monitor the effectiveness of systems designed to improve behaviour, punctuality and attendance rates liaising with relevant staff as appropriate
- Oversee pastoral support for year group and ensure that there is a consistent and effective practice in relation to attitudes to learning and progress
- Devise strategies and deploy appropriate resources/support to help scholars manage their behaviour
- Identify training needs for staff in year group in behaviour management techniques and approaches
- Promote and develop the use of scholar voice and leadership opportunities to inform improvement strategies in school
- Lead consistent communication to parents, staff and scholars regarding sanctions and rewards used in the Academy.

Leadership and management of year groups

- Provide support to the leadership team in managing the year group
- Facilitate projects, programmes or systems as directed by the Principal
- Help implement systems that work effectively in combination with whole academy systems and administration
- Help keep systems organised, up-to-date and user friendly for all staff
- Collect and collate scholar data and use the information to monitor progress and implement intervention

Year group ethos and culture

- Support the leadership team in fostering a strong sense of school community and ethos among both staff and scholars
- Support the leadership team in implementing a consistent a behaviour policy and system of rewards and sanctions, characterised by consistent, orderly behaviour and caring, respectful relationships
- Act as a positive role model to staff and scholars.

Academy leadership

- As directed by the Academy's leadership team, to help the Academy to run efficiently and effectively.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other responsibilities as directed by members of the SLT or Principal

Person Specification

Qualification Criteria

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

Experience

- Demonstrable understanding of how to improve and sustain an effective behaviour policy and/or teaching and learning in a challenging school
- Experience of leading and managing a team of people to help drive results forward
- Experience of working to support the significant success of others.

Behaviours and attributes

- Excellent team worker/collaborative style of leadership
- Understands their own contribution to the Academy as a whole and their year group
- Management style that encourages participation, innovation and confidence
- Strong organisational skills and ability to delegate
- Commitment to the development of your own practice and skillset
- Resilience and motivation to lead the Academy through day-to-day challenges
- Strong interpersonal, written and oral communication skills
- Genuine passion and a belief in the potential of every scholar
- Ability to consistently maintain high levels of professionalism in all areas of communication with stakeholders
- Motivation to continually improve standards and achieve excellence
- Dedication to the safeguarding and welfare of all scholars

Vision and strategy

- Vision aligned with Ark All Saints Academy's high aspirations and high expectations of self and others
- Clear understanding of the strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Use of data to inform and diagnose weaknesses that need addressing.

Leading external relationships

- Can skilfully manage and maintain effective working relationships with parents and other stakeholders.

Other

- Willing to undertake training
- Committed to fostering a learning environment, which is welcoming and motivating for scholars
- Ability to lead Restorative Justice conversations at all levels
- Committed to the safeguarding and welfare of all scholars
- This post is subject to an enhanced Disclosure and Barring Service check