

Job Description: Senior Pastoral Lead – Behaviour, culture and ethos

The Role

To lead on the development of culture and ethos across the academy so that Ark Victoria's climate for learning is typified as being a calm, fair, safe and joyful place for everyone.

To lead a team of non-teaching members of staff to provide a robust, systemic approach to establishing climate and providing pastoral support across the academy.

To manage and create strong working relationships with outside agencies, such as community workers, the police, Birmingham support for behaviour (COBs) to enable wrap around support for the student and parents/carers.

To lead the pastoral team to ensure the behaviour rewards and sanctions system, including detentions and the Reflection room has the desired positive impact on culture and ethos.

To lead the attendance team to ensure attendance to school remains high. You will ensure that procedures and systems around absence and non-attendance are followed and that the pastoral team are working together to ensure strong attendance. You will work closely with the DSL to arrange appropriate support for vulnerable students, parents and families.

To lead on student achievement celebrations, including assemblies and celebration evenings as well as Parents' Evenings and workshops.

Key responsibilities

Behaviour Lead

- Work with staff to ensure that the behaviour policy and practices are consistently adhered to across the academy
- Ensure that there are robust and effective systems to support the application of the behaviour policy
- Coordinate and lead pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed
- Lead the care, support and guidance for all pupils, liaising with parents and all external professionals as appropriate
- To monitor behaviour data and respond to the changing need of the students

Attendance Lead

- To review attendance; monitoring and responding to attendance issues and devising individual attendance plans for individuals.
- Ensuring that the academy systems for rewards and sanctions are effective.

Leadership and Management

- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- 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 academy staff
- Line manage particular staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the principal and vice principals, to step-up and undertake the professional duties of the principal as reasonably delegated

School Ethos and Culture

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students.

Communication with parents and carers and other stakeholders

- Regularly and effectively update parents and carers and ensure they are fully informed of their children's successes and progress;
- Prepare reports and updates as requested for governors, SLT and the local authority;
- Liaise effectively with external professionals providing input to inclusion department
- Support with managing Fair Access and Sharing panel requests

Leading External Relationships

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

Person Specification: Senior Pastoral Lead

- DSL
- Qualified to work within schools in the UK
- Evidence of recent relevant professional development in the area of Safeguarding

Experience

- Experience and understanding of Birmingham Safeguarding Local Board and Children's services threshold models and assessment routes
- Experience of working with children who have identified behavioural needs
- Experience of working with parents
- Experience of working with police and other external agencies
- Experience of developing systems and processes to ensure a positive and supportive culture
- Ability to communicate effectively with all stakeholders
- Involvement and commitment to all aspects of school life
- Knowledge of strategies and techniques for raising pupil attainment
- Experience of leading and managing a pastoral team
- Evidence of leading on an impact that has improved pupil outcomes

Knowledge and Understanding

- A proven track record as a good or outstanding leader
- Good knowledge & understanding of specialist provision and legislation around keeping children safe, attendance, admissions procedures, and SEND.
- Knowledge of character development curriculum
- Knowledge and understanding of the range of speech, language and communication needs that may present in school-aged children and how to adapt the classroom environment and curriculum to meet those needs
- Knowledge of how the effective use of data and target setting can raise standards

Personal Qualities

- Value all children and committed to the development of the whole child
- Relate well to pupils, staff and parents and care about their individual needs
- Able to adapt to changing circumstances and new ideas in a positive and creative manner
- Ability to deal with sensitive issues in a professional manner
- Has high standards of self and others
- Good judgement
- Energy and enthusiasm
- Integrity and loyalty
- Able to build and lead teams effectively
- Evidence of personal commitment to professional development



Ark 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.