**Job Description: Pastoral Lead (Non Teaching)**

**Reporting to: Vice Principal**

**Location: Ark Acton Academy**

**Contract: Permanent**

**Working Pattern: Full Time**

**Salary: Ark Support Scale 8 Pay Points 27 - 34**

**The Role**

As Pastoral Lead, you will contribute to the strategic leadership of the school, ensuring effective pastoral systems and procedures are consistently implemented. You will lead and develop a professional community of form tutors, to ensure that the highest level of pastoral care is provided to every student.

**Key Responsibilities**

**Pastoral Systems & Support**

* Regularly monitor the behaviour, attendance and punctuality of all students, groups and subgroups; and promptly plan, implement and oversee support and interventions to improve each of these
* Produce reports as required on student attendance and behaviour
* Liaise with appropriate personnel regarding support for student behaviour and wellbeing, e.g. school staff, parents/carers, outside agencies, governors etc. as appropriate
* Foster effective relationships with the parents/carers of the students and communicate regularly with them
* Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
* Use pastoral processes to reduce the number of students struggling to access their learning
* Provide pastoral interventions to support with behaviour across year groups working together with the other pastoral leaders
* To work with the Safeguarding team and DSO to ensure that students are kept safe

**Leadership**

* Be the pastoral leader for a cohort of students and lead assemblies
* Lead a team of tutors, developing and enhancing their practice, ensuring that their CPD needs are met, so that the highest level of pastoral care is provided to every student
* Lead colleagues in formulating aims, objectives and strategic plans for the team

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Pastoral Lead**

**Qualification Criteria**

* Qualified to work in the UK

**Knowledge, Skills and Experience**

* Experience of establishing effective, appropriate relationships with challenging young people, their families, stakeholders and the wider community
* Experience in a position of junior leadership or demonstrable ability to lead others
* Effective and systematic behaviour management and experienced in implementing and sustaining effective behaviour management strategies
* Excellent communication and interpersonal skills and the ability to maintain effective working relationships with a variety of stakeholders
* Good working knowledge of the relevant legislation
* Knowledge or experience of various intervention strategies
* Experience of contributing to policy formulation, implementation, evaluation and review

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.