



| Post Title: | Team Leader for the Pastoral Managers reporting to SLT Link |
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| Purpose: | <ul style="list-style-type: none">• To be accountable for the efficient and effective work of the Pastoral Managers in the school as they support the pastoral needs of students.• To oversee the day to day management of student attendance.• To oversee the effective, efficient and targeted use of The Zone and Internal Isolation Room. |
| Main (Core) Duties | |
| Operational/Strategic Planning | <ul style="list-style-type: none">• To lead on and manage the short, medium- and long-term work of the Pastoral Managers.• To lead on and manage the work of The Zone Manager.• To lead on and manage the work of the Attendance Officer.• To add capacity to the Pastoral Managers' work when required.• To write all rotas required for the working of the team and to be part of the rotas where required.• To ensure the Pastoral Team investigate behaviour/bullying/discrimination incidents quickly and oversee the issuing of consistent sanctions in line with the school's Behaviour for Learning policy and any other relevant policies.• To ensure the Pastoral Team communicate promptly with parents/carers.• To ensure the use of external agencies to support behaviour modification.• To ensure all incidents, actions and outcomes are logged into SIMs by the Team in a timely, accurate and consistent fashion.• To monitor and analyse data e.g bullying logs on a weekly basis and to provide written reports to the SLT Link as required.• To monitor and review attendance and punctuality data, liaising with the School Attendance Officer supporting at Parent Contract.• To liaise with the Inclusion Manager over Managed Moves, Pastoral Support Plans and safeguarding matters ensuring robust communication.• To liaise with the Heads of Year to celebrate student success.• To support and mentor students when necessary. This will include working closely with students who have been excluded from school or placed in isolation and The Zone.• To make the welfare and safeguarding of students the highest priority, reporting any safeguarding incidents to the DSL/ADSL immediately and through MyConcern.• To liaise and collaborate with the SEND team and EAL Coordinator where appropriate. |



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| Management Information: | <ul style="list-style-type: none"> To ensure the maintenance of accurate and up-to-date information. To attend school meetings, as directed by your Line Manager. To attend Open Evenings and Parental Information Evenings as required by your Line Manager. |
| Management of others/resources: | <ul style="list-style-type: none"> To manage all available resources. To ensure Team members have the appropriate training to fulfil their roles and responsibilities. To take part in In-Service Training where appropriate. To contribute to the development of the Department Plan/SIP via scheduled meetings. To use and develop best practice and to contribute to CPD wherever necessary/appropriate. |
| Safeguarding: | <ul style="list-style-type: none"> To be generally responsible for safeguarding and promoting the welfare of students. |
| Additional Duties: | <ul style="list-style-type: none"> To play a full part in the life of the school community to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. To be responsible for the Health and Safety of themselves and others. To actively participate in the appraisal system. |

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| <p>Other Core Duties</p> <ul style="list-style-type: none"> To continue personal development as agreed To comply with any reasonable request from a manager To promote actively the school's policies <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p> <p>This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade or job title.</p> |
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Name:.....

Date:.....