Goldwyn School

**Internal/External Vacancy:** Pastoral Lead - Goldwyn Vocational Centre (Sixth Form)

We are looking to appoint a motivated individual to join our team as a Pastoral Lead. Your primary responsibilities will be for the pastoral management of the students and supporting the learning environment of the school.

Our aspirations are, indeed, extremely high and you will have the energy, enthusiasm and skills to embed outstanding practice.

**Job Purpose: A commitment to the school’s vision of** **Aspire Empower Achieve** **your decision making and planning will be rooted in line with the school’s vision and values (Resilience Empathy Aim Commitment Heart)**

To enable all students to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff parents/carers and students to address barriers to learning and make sure effective policies and procedures are in place

**Main duties and responsibilities:**

 With specific regard to the students in their care and with responsibility to Principal/Vice Principal

* Oversee effectiveness of Goldwyn Staff Code of Conduct, Values, and rewards systems.
* Deputy Designated Safeguarding Lead including working closely with external agencies.
* Lead day to day behaviour management in liaison with management team.
* Lead pastoral team meetings including end of day ‘pink’ review
* Oversee attendance data and implement appropriate support strategies to improve attendance.
* Monitor PLPs and individual programs with management team
* To be the first referral point for pastoral issues concerning students in their Community and pass issues on to the relevant member of the team.
* To be either available to students as a key figure in the school- in the building or on duty at break time and lunchtime.
* To be around the School during tutor time monitoring students entering school and readiness to learn picking up on emotional behaviour and other issues that may arise.
* Co-ordinate Parental meetings, and be a key contact for families of the school
* Running Pastoral Support Programmes/co-ordinating with the Inclusion Leads our ‘whole child curriculum’ interventions for vulnerable students
* In class, emotional regulation support where required, using de-escalation techniques to be proactive.
* Monitoring re-integration back into lessons after periods of non attendance or exclusions
* Attendance at or referral to meetings with external agencies, where appropriate
* Record keeping.
* Managing emergency student referrals
* Meet with Principal/Vice principal on a regular basis to inform development planning in line with the needs of students
* To liaise with other Pastoral Support Managers and support other pathways in difficult times.
* To support the management of team diaries.
* To support school and community events such as Parents Evenings.
* Monitor student mentoring programmes
* Organise Special events including Charity Days and Cross curricular events.
* Responsibility for Educational trips and visits
* Individual student Risk Assessments working with pastoral team.
* First Aid and Health Care Plans
* Classroom Risk Assessments
* Cover arrangements
* Home to school transport
* Leading Curriculum enrichment/Reward trips
* To check and monitor all student files to ensure monitoring systems up to date

The duties/responsibilities of this post may vary from time to time according to the changing needs of Goldwyn school and the students we serve.

Each holder of a post of responsibility should ensure by consultation that their area of responsibility receives adequate consideration in the course of the year. Since there is considerable overlap in the areas of responsibilities, it is expected that each person with a specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

**Salary:**  Kent Range 8

**Hours:** 37 hours per week. There is an expectation that you may be required to work outside your contracted hours (i.e. to attend parent evenings) to fulfil the duties of this role. Pre-agreed overtime will be paid.

**To Apply:**  Please submit a supporting statement of no more than one side of A4, outlining why you are suitable for this role to Kerry Greene.

**Closing Date:** 31 January 2023