

JOB DESCRIPTION

Transition Pastoral Leader

FULL TIME (37.0 HOURS PER WEEK)

TERM TIME PLUS 2 ADDITIONAL WEEKS (INCLUDING INSET DAYS)

Job Title: Transition Pastoral Leader

Reporting To: Vice Principal (Pastoral)/Raising Standards Leader

Liaising With: Teachers, Raising Standards Leader KS3, other Pastoral and Learning Leaders, Senior Pastoral Leader, SLT, parents, feeder schools, any other relevant faculty and outside agencies.

Salary/Grade: Academy Range 6 - 8 dependent upon experience.

Role Purpose:

- To support the personal development, learning and welfare of the pupils
- To ensure pupils have a happy and successful transition experience.
- To ensure good order, discipline and appropriate behaviour
- To be the main point of contact as the Pastoral and Learning Leader for the year group
- To maintain high standards of attendance (aim is 96%).

Responsibilities:

Under the direction of the Vice Principal (Pastoral) Transition:

- To ensure good quality information about Year 7 pupils is collected from primary schools and information disseminated as required.
- Pupils with poor literacy and numeracy skills are identified prior to their start and actions to support them are in place, in liaison with other key staff.
- Identify pupils with SEND and liaise with the Director of SEND and SEND leads to ensure their needs are communicated effectively and a plan put in place to support the pupils transition process.
- To be proactive in communicating with parents of new Year 7 pupils, starting in Year 6.
- To plan a coherent package of transition activities to include Induction day and the start of the first term. This includes placing pupils into tutor groups.
- To support and attend transition events such as primary liaison, open evenings, Y7 recruitment, transition & induction in conjunction with senior leaders.
- To plan and organise transition of pupils from Year 7 to Year 8 with pastoral leaders.
- To lead the team of tutors in supporting transition events and ensuring information on pupils is shared.

Pastoral Leadership responsibilities:

- Day to day monitoring of pupils' behaviour, attendance and wellbeing and intervention to ensure aims listed above. To be the first port of call for behaviour issues.
- Investigation of and intervention in pupil incidents. Including record keeping and communications.
- Maintaining pupils' records.
- Managing and monitoring pupils on report.
- Liaising with the RSL to support, manage and monitor pupils in isolation.
- Liaison and contact with parents, including meetings, parents' evenings etc.
- To implement appropriate strategies to support poor attendance following the trust guidance and structure around monitoring attendance.

- To complete referral forms, liaising with other relevant faculty as necessary.
- To mentor and teach students in small groups, or on a 1:1 basis as necessary.
- To organise and supervise daily detentions.
- To liaise effectively with the SEND department to share relevant information and to coordinate support. Including attending termly internal LIFT meetings for the relevant year group.
- To deliver small group work on resilience, emotional wellbeing etc. as directed by RSL.
- Prepare information as required by the safeguarding team, RSL and SLT.
- Sharing information with other relevant parties including external agencies directed by SHO or KBI.
- Monitoring pupil behaviour in the year group and implementing strategies and support for pupils who cause persistent behaviour concerns.
- Attend and contribute to all relevant meetings as per the school meetings schedule.
- To set up, lead or contribute to and support the implementation and review of PSPs in conjunction with parents and other members of the pastoral team.
- To liaise with internal and external agencies in order to devise and implement strategies to overcome barriers to learning – in collaboration with the Senior Pastoral Leader, SEND Department, SLT etc.
- To support pupils returning to school after a prolonged absence, or who are on part-time timetables.
- To supervise areas as directed by RSL before school on a flexible basis.
- To be part of the duty teams run by the school (before, during and after the school day) as specified by SLT. To be out of the office and monitoring behaviour during lessons on a rotational basis.
- To be available to pupils at lunchtime, break time and after school on a flexible basis.
- To supervise after-school detentions.
- Produce letters and communications for parents / carers with regard to behaviour, achievements and wellbeing.
- To support and provide cover for other Pastoral and Learning Leaders as necessary.
- To run workshops relevant to your year group, e.g. revision, resilience etc...
- To present assemblies to allocated year groups.
- To lead a team of tutors and monitor the use of tutor time.
- To carry out, as requested, from time to time, any other relevant duties as may be reasonably required by the Senior Pastoral Leader, members of SLT, or the Principal

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the Trust's vision and ethos. This person must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the regeneration of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for Turner Schools in dealing with external persons, and to be an admired and respected member of the team by internal faculty and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours.



Qualification/Experience Criteria:

- Educated to degree level (preferable)

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the schools.
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the school's procedures in line with code of conduct/professional expectations.
- To undertake training as necessary.
- To actively engage in the performance development process.
- To be willing and enthusiastic in engaging with continuous professional development.
- To undertake any other duty as specified by the Senior Leadership Team not listed above.
- To be a key part of the life of the Turner Schools community, to support both the values, vision and ethos of Turner Schools and encourage pupils/students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the line manager or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools 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.

Acceptance:

I confirm that I have received and understand the job description which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....