**Trinity School, Sevenoaks**

**Job description Pastoral Lead**

Job Title: Pastoral Lead

Responsible to: Deputy Headteacher (Pastoral)/Senior Pastoral Lead

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headteacher.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Main Purpose**

The Pastoral Lead forms part of the Pastoral Team and reports to the Senior Pastoral Lead (or other designated member of staff). The Pastoral Lead has responsibility primarily for supporting the Heads of Key Stage/Assistant Heads of Key Stage to achieve high quality pastoral care of students and so enabling them to achieve the highest standards of learning and progress in all areas of school life. They will also assist the Heads of Key Stage/Assistant Heads of Key Stage in implementing the school’s systems and procedures.

**Main Responsibilities to assist the Heads of Key Stage/Assistant Heads of Key Stage**

* Investigate and help resolve behavioural incidents
* Support and/or implement behaviour strategies
* Support the Heads of Key Stage/Assistant Heads of Key Stage report systems
* Arrange and prepare the necessary paperwork for meetings e.g. LAC reviews, PEP meetings
* Complete paperwork for any other outside agencies needed to support the students and families and to request further interventions e.g. Early Help Referrals, West Kent Health Needs Referrals etc.
* Request and liaise with Kent Counselling, monitor and arrange students to see the counsellor
* Record incidents relating to students and act as necessary
* Arrange and oversee all immunisations for students
* Assist with promoting and celebrating student achievement
* Keeping a record of students on report
* Supporting the Heads of Key Stage/Assistant Heads of Key Stage with the organisation of bonding trips
* Supporting pastoral meetings ensuring minutes are taken and logged e.g. parental meetings, year meetings
* Support the organisation of all appropriate events pertaining to each year group (e.g. GCSE Options Evening, Graduation event, induction)
* Attending and supporting on exam results day (GCSE)
* Providing input for Heads of Key Stage/Assistant Heads of Key Stage updates to teaching staff
* Support with contacting parents on matters of concern
* Liaising with the Heads of Key Stage/Assistant Heads of Key Stage over students causing concern.
* Organising leavers questionnaire and feedback results to Senior Pastoral Lead
* Supporting with new students transitioning to the school
* Supporting with attendance matters and lateness
* Support with the organisation of school photographs, exit cards, lift passes, bus passes, lockers etc
* Log mobile phone confiscations on Edulink
* Help co-ordinate, in conjunction with the Heads of Key Stage/Assistant Heads of Key Stage, any outside agencies visiting school to see students e.g. Two Bridges, Rosewood School
* Keep a record of all outside agencies that visit students as well as on individual student SIMS
* Log all actions from meetings students have with outside agencies
* Gather all relevant information needed for meetings with outside agencies
* Complete a first aid at work training course (if not already qualified)
* Administer first aid as and when required and complete first aid log
* Medical support such as monitoring medication
* Support with supervision of students in Fresh Start as and when appropriate
* Assisting Heads of Key Stage/Assistant Heads of Key Stage with the organisation of the Student Runner
* To assist each Heads of Key Stage/Assistant Heads of Key Stage with the day-to-day management and operation of the year groups
* Perform additional duties and tasks required for the effective operation of the school as directed by the Senior Pastoral Lead

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs (or equivalent) with grade C/4 or above in English and Maths |  |
| **Experience** | * Previous experience of working in a school environment with KS3 or KS4 pupils |  |
| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school * Knowledge of safeguarding requirements for working with children | * Working knowledge of SIMS and Edulink |
| **Skills** | * Good IT skills, Excel and Word * Good standard of numeracy and literacy * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * Willingness to take part in additional training when the acquisition of new skills is required * Ability to build effective and positive working relationships | * Ability to use a range of school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * Firm and calm approach * A team player, collaborative worker * Self-motivated * Initiative and Proactive * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised and accurate * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Flexible and adaptable * Determination and perseverance * Committed and enthusiastic * Patience * Committed to safeguarding and promoting the welfare of children and young people * Committed to personal learning and development |  |

Signed: ……………………………………………… Employee: ………………………………….