


PADGATE ACADEMY

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Principal: Mr A McMillan Bsc (Hons)

Pastoral Leader





JOB DESCRIPTION

JOB TITLE: Pastoral Leader (Year group responsibility to be agreed)

GRADE: Grade 7 Spine point 23 – 27

ORGANISATIONAL RELATIONSHIPS

Responsible to: Assistant Principal (Personal Development, Behaviour and Wellbeing)

Responsible for: Pastoral Leadership of students and team of Tutors

Important Functional Relationships: Pastoral Team

Aim and main purpose of the job

To support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students so that all students make exceptional progress across all subjects. To work closely with parents', students and staff to facilitate this.

General responsibilities:

- To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To manage both the people and resources associated with each year group.
- To monitor the quality of learning experienced by the year group, liaising with heads of departments and offering support and guidance where necessary.
- To hold responsibility for one key whole academy pastoral initiative
- To promote the ethos of the school through leading high-quality assemblies.

Academic Progress

In collaboration with the Senior Leadership Team

- To use data, to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole.
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behaviour for learning, in and out of the classroom



- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department.
- To monitor the effectiveness of these interventions and report to SLT after each Academy data point on the progress being made by students in the year group
- To liaise with key staff, including the SENCO, regarding all groups of students' progress

Leadership and Management

- To act as a role model for form tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.
- To lead and manage a team of tutors and maintain regular formal and informal contact with them to ensure that they are fulfilling their roles and responsibilities.
- To ensure all tutors understand and are actively implementing the key aspects of the school's policies including those for behaviour, attendance, uniform and safeguarding.
- To set the agenda for team and tutor meetings which should include a development item.
- To make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for staff development.
- To have an overview of all the different care and guidance for students' e.g. SENCO, teaching assistants, external agencies etc.
- To provide a link for parents, tutors, SENCO, teachers, Heads of Department, SLT and external agencies.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings by encouraging and monitoring parent attendance to such events.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the attendance manager in this respect.
- To monitor student behaviour, attendance and achievement using the Academy's MIS and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.
- To oversee students on report and make contact with parents when necessary.
- To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when necessary.
- To contribute to the management of key school events; for example, induction, transfer arrangements, outings, extracurricular and social events.

Administration

- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc) and year specific tasks (preparation for exams, options, learning conversations etc)
- To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
- To maintain individual student records as necessary and ensure that they are kept up to date.



- To oversee 'in year' admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.
- To monitor the settling in of new students.
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To have an involvement in policy development and decision making across the school.

Safeguarding

- To support the keep kids' safe team in the response to safeguarding concerns as they arise within the Academy as directed by the DSL or Deputy DSL
- To collect information, contribute to the assessment/evaluation and share the findings with relevant other professionals as required.
- To contribute to the sharing of good practice between individuals, local networks and partner agencies to enhance Pastoral Care provision.

Specific Accountabilities

Year 7

- To play a full part, in conjunction with the transition lead, in the induction of students to year 7.
- To play a part in the organisation of the year 6 taster day in July.
- To oversee the settling in of year 7 during the Autumn term to include contributing to the year 7 parent and student welcome events.

Year 9

- To play a full part in preparing students for option choices and preparation for GCSE's.

Year 10

- To support the entry into GCSE.
- To oversee student progress at GCSE in order to identify underachievement with a view to establishing and co-ordinating improvement strategies in conjunction with teachers and Curriculum Leaders

Year 11

- To lead the revision and preparation for GCSE exams.
- To lead the prom celebration
- To participate in and support the promotion and applications for post 16 provision

General Duties:

- To support Academy activities, attending appropriate Academy events.
- General housekeeping
- Any other duties deemed reasonable, as directed by the Principal.



General Responsibilities of all Padgate Academy Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.