

Deputy Pastoral Leader

TRUST IN LEARNING ACADEMIES BRISTOL JOB DESCRIPTION



Place of work: Bridge Learning Campus

Job Title: Deputy Pastoral Leader

Job Level/scale: BG8

Contract 37 hr/w. Term-time only & Inset Days

Responsible to: Pastoral Leader

Job Purpose: Working under the direction of one of the Pastoral Leaders, provide day to day and leadership and support of the year group(s) to which you are allocated.
To be responsible for the care and welfare of pupils in these year groups.
To contribute to the academic progress and welfare of pupils. promoting activities and engagement of pupils throughout the campus and beyond to parents and the wider campus community.

Duties: The duties outlined in this job description are in addition to those covered by the latest LPGS and Green Book regulations. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Generic role:

- To promote and monitor pupil achievement and to monitor and intervene in pupil behaviour and attitudes to learning
- To support the team of tutors in delivering a high standard of pastoral care and tutoring.
- Deputise for the Pastoral Leader in their absence

Key responsibilities

Responsibility for:	To include:
Ethos and culture	<ul style="list-style-type: none">• Promote excellence throughout the campus, upholding the high expectations we have for all aspects of an excellent education• Model and promote the Bridge Learning Campus values of respect, responsibility and resilience with colleagues, young people, their families and the community we serve• To ensure the ethos, values and goals of the campus, as reflected in the vision statement, are communicated

Deputy Pastoral Leader

	<p>positively to colleagues, parents, the community and pupils/pupils.</p> <ul style="list-style-type: none"> • To model positive interactions with pupils, acting as a role model for pupils and setting an example for staff in how to establish and maintain strong relationships within clear boundaries. • Actively support whole-school developments and strategies, engaging, supporting and contributing to staff CPD as necessary. • Work positively and closely with external agencies and practitioners in support of our pupils' well-being, development and progress. • Promote equality, equity, inclusivity and diversity in all areas of campus life. • Take an enhanced role within the campus duty rota, promoting a positive ethos throughout the site.
<p>Pupil Behaviour</p>	<ul style="list-style-type: none"> • To encourage pupils to follow the BLC Way in order that they show respect, take responsibility and develop resilience • Monitor and track the conduct of pupils within the year group(s) and taking appropriate action where necessary • To ensure the Behaviour Management system is implemented consistently in the Year Team(s) so that effective learning can take place • To support and promote the rewards system • To support strategies which enhance the positive relationships between campus, parents and the local community • Support in the management of detentions within the year team • Manage positive report cards and other strategies that support pupils to manage their behaviour for learning
<p>Attitudes to learning (including pupil attendance)</p>	<ul style="list-style-type: none"> • To support improving attendance and punctuality within the Year team, liaising with the Attendance Officer, meeting parents and tutors where appropriate • To monitor pupil attendance together with pupils' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary • Support and manage sanctions for absence and/or poor punctuality as necessary • Carry out home visits, accompanied by a colleague, to follow up on absences where no reason has been given. • Lead restorative justice meetings to help resolve conflicts or challenges between pupils and/or between pupils and staff.
<p>Personal development and well-being</p>	<ul style="list-style-type: none"> • Uphold and discharge the highest standards of safeguarding practice for all pupils

Deputy Pastoral Leader

	<ul style="list-style-type: none">• Contribute to the assessment of need for pupils in the year group(s), leading to the identification of those that require further intervention• Plan and lead DNA-V interventions (or similar) with identified individuals and/or small groups• Support the team of tutors in delivering a high standard of tutoring and cover• Supporting the delivery of appropriate provision and processes at year specific transition points e.g. Induction, testing, target setting, alternative provision, increasing flexibility, GCSE, next steps, etc.• To contribute to the spiritual, moral, social and cultural curriculum of the year group(s)• Ensure pupils have a forum to voice their views and that these contribute to school improvement decisions
Pupil progress	<ul style="list-style-type: none">• In conjunction with appropriate members of the Leadership Team, be responsible for monitoring the whole learning experience of the Year groups and liaising with form tutors, the inclusion team and Heads of Department to ensure that each individual pupil's/pupil's needs are being met• Through Year team routines and monitoring processes ensure that pupils are ready to learn (uniform, equipment)• Work with colleagues in school and liaising with external agencies and parents to identify barriers to learning.• Supporting and monitoring the effectiveness of tutor interventions with individual pupils around target setting and achievement
Additional Duties	<ul style="list-style-type: none">• To ensure effective communication/consultation as appropriate with the parents/carers of pupils• To support the development of effective community links with partner schools, external agencies and the community• Attendance where necessary at liaison events in partner schools and the effective promotion of the campus at Open Days/Evenings and other events• To engage actively in CPD and the Professional Development Review (PDR) process.• Work as a cover supervisor when required.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behavior and attitudes which set the required standard for conduct whilst working at BLC:

- Members of staff are expected to maintain high standards of ethics and behavior,

Deputy Pastoral Leader

within and outside school, by:

- Treating students/pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff' position having regard for the need to safeguard students'/pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit students/pupils' vulnerability or might lead them to break the law.
- Members of staff must have proper and professional regard for the ethos, policies and practices of the campus in which they work, and maintain high standards in their own attendance and punctuality.

Review of Performance

The Appraisal cycle will focus on the post holders' job as whole and particular responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Code of Conduct

The campus expects all staff to ensure that their standards of conduct are, at all times, compliant with the Bridge Learning Campus Code of Conduct.

Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time using technical language where required.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task undertaken may not be specified.

Date of Job Description:

Signed: (Deputy Pastoral Leader)