



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Year 12-13 Non-Teaching Pastoral Leader

Grade:	SCP Point 15: £25,878 Pro rata salary is £23,191 for 36.5 hours per week, term time only plus 5 days in the summer holidays. GCSE Results day and the following day and A level Results Day plus the day before and the day after.
Hours:	Monday 8:00 – 16:00 Tuesday – Friday 8:00 – 15:45, 5 days a week TTO + 5 days in the summer
Responsible to:	Assistant Head & Director of Sixth Form
Main Purpose:	<ul style="list-style-type: none">▪ Provide pastoral support to students and leadership of a team of Form Tutors in order to secure high-quality pastoral care and guidance.
Administration	<ul style="list-style-type: none">▪ All Form Tutors in the year team.
Support for the School:	<ul style="list-style-type: none">▪ Be part of the wider 6th Form Pastoral Team, collaborating with and supporting colleagues and attending relevant meetings▪ Lead by example and be a visible presence around the school site▪ Identify priorities and targets for each Year Group within the Pastoral Learning Plan and ensure their implementation, monitoring and evaluation.▪ Support the development, implementation and monitoring of whole school pastoral and safeguarding policies and practices.▪ Monitor adherence to school uniform policy and issue sanctions where necessary▪ Provide support for our assembly and form time programme▪ Provide cover for Form Tutors during registration if necessary▪ Be actively involved in whole school development, contributing to the production, implementation and evaluation of the SLP▪ Report to and to be accountable to the Headmistress and the Governors, attending Leadership Team meetings and LGB/Committee meetings as appropriate
Knowledge and understanding	<ul style="list-style-type: none">▪ Keep abreast of current pastoral and safeguarding issues relevant to 16-19-year olds, seeking training where appropriate▪ Proactively seek and use information from a range of external agencies which can provide specialist support to students▪ Have knowledge of the school's PSHCE programme and its relevance to KS5, as well as national guidance documents relating to personal development▪ Understand and implement new whole school initiatives as directed by SLT etc.▪ Have some knowledge of careers and destinations landscape in order to provide advice as part of our Post-18 applications support▪ Be a Mental Health First Aider
Monitoring student personal progress	<ul style="list-style-type: none">▪ Generate and monitor whole year groups' CPOMS and SIMS reports; identifying and responding to whole year group issues/trends and feeding back to the Pastoral Team, Form Tutors and Subject Leader for PSHCE▪ Actively monitor 6th Form attendance and punctuality on a fortnightly basis, implementing intervention strategies and sanctions as appropriate▪ To monitor students' lesson attendance, supporting the Attendance Officer to locate students missing from lessons▪ Support discussions about individual students' academic progress, where pastoral concerns exist▪ Monitor Smoothwall internet alerts/reports and follow up concerns

Student Guidance and Welfare	<ul style="list-style-type: none"> ▪ Promote the highest standards of behaviour and of social and emotional wellbeing ▪ Provide pastoral “triage” for students of concern to staff or who self-refer, determining the most appropriate support plan for each individual ▪ Counsel and support individual students, where applicable ▪ Establish productive working relationships with students, acting as a role model and fostering positive relationships based on mutual trust and respect. ▪ Encourage all students to take part in the wider life of the school ▪ Provide students with opportunities for leadership ▪ Encourage students to acknowledge and celebrate personal achievements ▪ Develop strategies and opportunities for Pupil Voice ▪ Conduct any necessary incident investigations or interviews, keeping appropriate records. ▪ Be the first response to a classroom disruption/emergency or an urgent situation involving students
Managing and developing staff and other adults	<ul style="list-style-type: none"> ▪ Establish constructive working relationships with Year Group Tutors and associate staff through team working and mutual support ▪ Provide colleagues with relevant pastoral information about their students ▪ Attend Tutor team and wider staff meetings in order to contribute to the school’s consultation process ▪ Monitor and evaluate the quality of form time provision, and engage in discussion with Tutors in order to maximise pastoral care during this time ▪ Contribute to staff/pastoral INSET sessions or create resources for staff following any personal CPD ▪ Make colleagues aware of School Pastoral and Safeguarding policies and practices. ▪ Meet regularly with the Director of Post-16 and Non-Teaching Pastoral Leaders to discuss individual students and wider pastoral matters and to report on attendance and punctuality in the 6th Form
Relations with parents and wider community	<ul style="list-style-type: none"> ▪ Maintain regular contact with parents whose children have attendance, punctuality or pastoral concerns ▪ Liaise with colleagues in external agencies to provide ongoing support to students in particular difficulties ▪ Welcome, inform and consult parents at the annual consultation evenings and parental workshops, where applicable ▪ Provide support for the 6th Form admissions process, attending events such as Open Evening and Induction Evening to build profile with applicants
Resources	<ul style="list-style-type: none"> ▪ Ensure full use of IT capacity in order to request, analyse and interpret student data, write reports and identify responsive strategies

All job descriptions are in addition to the school teachers' pay and conditions document published annually by the DfE and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main responsibilities and duties required by the school. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: Date:

Signed Employer: Date: