



St Ursula's Convent School

Job description

Title:	Pastoral and Wellbeing Leader
Reporting to:	Assistant Headteacher
Responsible for:	Tutors in the year team
Start date:	ASAP
Salary:	Scale 6 £30,699-£31,731 full time salary, actual payment will be pro rata
Work pattern:	Term time + 10 days

The Role

- To work with the Assistant Headteacher to ensure effective pastoral systems and procedures are consistently implemented across the school and to demonstrate impact of these.
- To be the pastoral and wellbeing leader for a cohort of students.
- To lead on wellbeing and gain accreditation for the school.
- To support a team of tutors in the day-to-day oversight of student wellbeing and readiness for learning.
- To be part of the on-call team.
- To maintain a presence around the school to ensure that the highest standards of behaviour is demonstrated throughout the school building.
- To lead discussions and decisions at Team meetings and staff briefings.
- To communicate and liaise with staff, students, parents, governors, and members of the local community as appropriate.
- To be active in issues of student welfare and support.
- To actively promote the school and liaise with outside agencies as necessary, representing St Ursula's as appropriate.
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.
- To support subject leaders to ensure students attend academic intervention.
- To liaise with the Restore and Reflect Manager to provide all round support.

Key responsibilities

- To oversee and monitor the behaviour, learning and progress of students in a year group.
- To communicate the highest expectations of behaviour and consistently and effectively implement the school's behaviour management policy and procedures.
- To monitor the emotional and mental wellbeing of students and make provision for necessary intervention.
- To support a team of tutors, developing and enhancing their practice, and to ensure that the highest level of pastoral care is provided to every student.
- To plan the tutorial programme for one year group, support tutors in resourcing the programme, and monitor its delivery.
- To establish and communicate the highest expectations of attendance and punctuality for all students.
- To monitor the attendance of one year group and to respond promptly to any attendance and punctuality issues to ensure that the school's targets are met/exceeded.
- To develop effective relationships with the parents/carers of the students in a year group and to communicate regularly with them.
- To lead assemblies for a year group.
- To liaise with outside agencies to set up interventions, support individuals and groups of students, as and when required.
- To support students in the acquisition and development of learning dispositions and positive character traits.
- To liaise with the Office Manager regarding care plans, medical and dietary needs of students.
- To provide strategic leadership on one year-group initiative (to be agreed) e.g, supporting all the other Pastoral Wellbeing Leaders in their implementation of the initiative.
- To conduct pupil pursuits for vulnerable and school priority groups.
- To lead year group line ups.

Monitoring and Evaluation

- To monitor the effectiveness of the year-group initiative.
- To liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and parents/carers.
- To ensure that all school policies are implemented consistently by tutors.

Strategic Leadership

- To produce an annual Team Improvement Plan and monitor and evaluate its delivery and impact.
- To plan the deployment and development of staff expertise to achieve Team Improvement Plan objectives.
- To identify and implement interventions for students requiring additional support to enhance their attitudes to learning.

Staff Development

- To support the development and training of tutors, ensuring that their CPD needs are met.
- To promote teamwork and to motivate staff to ensure effective relations.
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment.

General

- To play a full part in the life of the school community, to support its aims and Catholic ethos and to encourage staff and students to follow this example.
- There is an expectation to attend key school events out of hours as detailed in the school calendar e.g. Open Evenings.
- To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Be aware and comply with policies and procedures relating to Safeguarding, Equal Opportunities, Behaviour for Learning, Health and Safety, Data Protection and confidentiality, reporting all concerns to an appropriate person.
- To promote actively the school's policies.
- To comply with the school's Health and Safety policy.