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*Head of Pastoral Care*

*Job Description*

**Role Profile**

The Head of Head Pastoral’s primary role is to lead and manage the pastoral requirements of the school to provide a positive, secure and happy environment where all children can thrive and flourish. He/she will work with the senior staff to ensure outstanding levels of pastoral care across the whole school. This will require the effective use of resources within the school, and the ability to understand and motivate colleagues to continuously strive to improve the standards of daily life and achievements of all pupils.

The Head of Pastoral Care is a senior manager and leader within the school and has a key role to play in both the strategic development of the school and the day to day management of it. He/she is responsible to the Head and is expected to promote and uphold the aims and ethos of the school.

The Head of Pastoral Care will demonstrate a clear understanding of and commitment to school priorities and the overall achievement and well-being of all pupils.

The Head of Pastoral Care will play a major role in the development of school policies and practices, with particular emphasis on those connected with pastoral care.

**Leadership and management of Pastoral System**

* In consultation with the Head lead the pastoral vision for the school
* Lead, manage and have strategic oversight of the implementation of the school’s pastoral systems
* Ensure that communication of the school’s pastoral ethos and values are clearly disseminated through all school literature and the website
* Ensure that all staff uphold the school’s pastoral ethos and values through their communication with pupils and parents and external agencies
* Ensure school policies related to the pastoral systems are relevant and up to date and clearly understood
* Ensure school policies related to the pastoral system are followed by all staff and that all staff are held accountable for their implementation and success
* Lead in the development of processes to enhance the way in which the pastoral system works and is delivered
* Respond effectively and immediately to safeguarding / child protection concerns raised by staff or students or brought to your attention through other means
* Maintain an overview of the budget related to the pastoral system
* Undertake evaluations of the pastoral system to ensure its smooth functionality and delivery
* Provide any information that the school may need in relation to compliant behaviour and behaviour for learning in the school
* Lead on strategies for addressing issues associated with attendance, absence and persistent absence
* Act as line manager for teaching and support staff where relevant to the pastoral system or wider leadership responsibilities
* Undertake regular self-evaluation to ensure progress towards agreed improvement objectives through the schools appraisal, performance management and line management policies, practices and procedures
* Utilise the schools observation procedures to monitor pastoral care, behaviour for learning, practice of staff and pupils, and follow up observations with a discussion on progress and areas for improvement
* Work with the Head to ensure all school safeguarding policies are up-to-date to meet and exceed the National Minimum Standards required by ISI and Safeguarding legislation.
* Actively raise awareness of safeguarding / child protection issues with all staff
* Be a point of contact for parents, pupils, teaching and non-teaching staff and external agencies in matters of child protection

**Day to Day Responsibilities**

* Assist in the assessment of pupil needs, through an initial baseline of needs which is established on entry to the school, reviewed on a regular basis, and modified as required
* Assist with the implementation, monitoring and review of programmes designed to aid individual pupils’ social and academic development
* Assist children to deal with behavioural and/or emotional difficulties or particular vulnerabilities
* Take every step necessary to ensure that children are protected from neglect, abuse and exploitation.
* Provide a high standard of personal, physical care for children, particularly in the areas of safety, health and hygiene
* Keep appropriate records and report as necessary
* Undertaking activities with either individuals or small groups of children in order to facilitate their physical, emotional and educational development