

JOB DESCRIPTION

POST TITLE: Pastoral and Behaviour Lead for Key Stage 4 (member of ESLT)

POST RESPONSIBLE TO: Assistant Principal

ALLOWANCE: L4-8

START DATE: April 2023 or earlier

JOB PURPOSE

- To lead, inspire and motivate all students within WMG Academy Solihull, to develop a culture for learning and an ethos which expects the highest standards from students.
- Supporting the Assistant Principal and the Director of Inclusion by strengthening a culture for learning and inclusion through an ethos which expects the highest standards from students at the WMG Academy
- Working with the Assistant Principal and the Director of Inclusion to ensure that all students thrive, remain engaged in their own learning, are encouraged to develop both educationally and personally and overcome barriers they may face in their learning.
- To lead and have oversight of Key Stage 4
- Develop the pastoral curriculum, in partnership with the Director of Inclusion, RHSE Coordinator and Student Careers and destinations Manager to enhance PSHE, SMSC, RSHE and CIAG for all years.

Strategic

- Lead on behaviour for learning across the academy and oversee behaviour policy, protocols and procedures
- Lead on the Pastoral curriculum across the academy, ensuring delivery of appropriate material relevant to the needs of the students
- Lead the Pastoral systems across the academy and identify and implement effective intervention and monitoring strategies where relevant
- To ensure effective communication with parents about the performance of their child and work with them to overcome barriers to learning;
- To Line Manage the Behaviour Manager and be a member of the ESLT
- To be a Deputy Designated Safeguarding Lead for the academy
- Liaise with senior pastoral/behaviour staff at WMG Coventry to share best practice and aim to have broadly similar behaviour systems and approaches to behaviour management

Pastoral and Behaviour Management

- To lead monitoring of attendance, behaviour and emotional welfare of students across the Academy and overseeing the behaviour policy, protocol and procedures;
- To work with the Academy Mental Health Lead as well as the Pastoral and Behaviour Manager to ensure student's emotional and health needs are met.

- To implement a quality assurance framework for the Behaviour policy;
- Empower staff to effectively support and implement the Behaviour policy consistently;
- To ensure standards of discipline and behaviour are followed at all times to ensure outstanding educational progress;
- Identify appropriate support, care and guidance strategies for identified individuals and groups to support their learning, with particular reference to vulnerable groups of learners
- To ensure a safe, secure and healthy environment for students and staff.

Leading the pastoral system (staff)

- Organise delivery and provide resource material for the delivery of the model for Personal, Social and Health education and assemblies
- Oversee and coordinate the tutorial programme across the WMG Academy ensuring all learners have learning plans with clear goals and targets;
- Coordinate and lead pastoral and intervention meetings, ensuring that appropriate strategies are implemented, monitored and reviewed;
- Lead an effective induction process for learners to ensure a smooth transition from their previous school to WMG Academy;
- Lead the Strategic Learner Forum (Student Leadership) to promote learners contribution to the decision making and consultation process within the WMG Academy to continually improve the quality of their learning and well-being;

Leading the pastoral system (students)

- To identify and provide effective intervention and mentoring strategies for learners using employer partners where relevant;
- To ensure effective communication with parents about the performance of their child and work with them to overcome barriers to learning;
- To ensure student records are maintained and are accurate;
- Have a thorough knowledge of each student's background by ensuring that all relevant information has been gathered from previous institutions and parents;
- To develop systems and events to celebrate student achievement;
- Following up on attendance and punctuality in accordance with the WMG Academy agreed procedures for those students causing concern;
- Foster positive attitudes amongst students through the organisation e.g. competitions etc and inter pastoral group competitions

Teaching and Learning

- This post will have a teaching commitment which would include the post holders current entitlement.
- All our academic staff will be measured against the teachers' standards.
- Demonstrate outstanding teaching across the full ability range from Years 10 to 13;
- To maintain and develop an excellent knowledge and understanding of the PSHE area and related pedagogy;
- To make effective use of an appropriate range of observation, assessment, monitoring and recording strategies;
- To support and guide students, colleagues, parents and carers with timely, accurate and constructive feedback on students' attainment, progress and areas for development;

Any other duties as commensurate with the level of this post and as directed by the Associate Principal.

PERSON SPECIFICATION

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
Honours degree or equivalent in relevant subject	E
Qualified teacher status	E
Post graduate or further relevant professional studies	D
EXPERIENCE	
Successful middle leadership within the pastoral system	D
Experience of managing student performance and intervention strategies to raise performance	E
An understanding and demonstration of barriers to learning and how to overcome this	E
Experience of managing behaviour for learning and achieving high standards.	E
Experience of involving parents in the learning of their children	E
Successful track record of managing complex partners from inception to completion	D
An ability to inspire students Y10 to Y13 within lessons	D
KNOWLEDGE AND SKILLS	
Knowledge and understanding of safeguarding issues	E
Ability to lead improvement in student outcomes	E
Capacity and appetite to implement and manage change within an organisation	E
Excellent leadership skills and ability to inspire peers, colleagues and teams	E
To communicate effectively with a range of external partners	E
Excellent literacy, numeracy and ICT skills	E
PERSONAL ATTRIBUTES	

To work under pressure and meet deadlines	E
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
To contribute to academy events as directed under leadership pay and conditions	E

All offers are subject to clearance of references and enhanced DBS checks