



NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Head of Pastoral Care	
Working Pattern	42.5 Hours per week / Term time only	
Salary/Working Pattern	Scale L: £40,221 to £46,464 per annum pro rata Actual starting salary £39,737 per annum	
Purpose of the Job	<p>The Head of Pastoral Care will support the implementation of the Notre Dame High School Mission Statement, and the Hallmarks of the Notre Dame Schools.</p> <p>In particular, they will help lead the work of the pastoral team, working directly with students whose relationships within the community are damaged, including those in times of crisis. They will also help to establish a restorative, trauma informed culture in school, in line with our ethos. They will do this through direct work with students, development and implementation of systems and development of staff.</p>	
Responsible To	Assistant Head for Inclusion	
Responsible For	Line Managing the Pastoral Managers	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High
Conditions of Employment	The conditions of employment for members of non- teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.	

Purpose of Role:

Line managing the Pastoral Managers and provide operational leadership to support students to all fully access their learning, using inclusive, trauma informed and restorative approaches.

Primary Responsibilities

- Promote, monitor and support the highest standards of pupil behaviour, attendance, attitudes, personal and social development across all year groups.

Leadership

- Line management of the Pastoral Manager team.
- As a member of the Middle Leadership Team contribute to the development of practice relating to pastoral issues and advise other colleagues accordingly.
- To take a lead in supporting inclusion and positive student behaviour on and off site, through; supervision, duties and intervention work with individuals and groups of students
- Leading pastoral staff development in areas such as restorative approaches, trauma informed practice and effective interventions.
- Support for safeguarding- acting as a Deputy Designated Safeguarding officer, ensuring that resources are deployed to ensure we are doing an effective job everyday with this
- Leading intervention programmes designed to proactively support inclusion and restorative culture amongst students.

Operational

- To provide day to day operational leadership of pastoral resources.
- To be a presence around the school at key times in the day.
- To take responsibility for coordinating supervision of students as required, including during breaks, lunchtimes and detentions.
- To be able to be called upon to respond as needed throughout the day.
- To carry out investigations with students following incidents within/outside school and then to act, in line with the schools Behaviour Policy.

Inclusive Education

- Working directly with students who are not able to access full time classroom-based education, to ensure they are fully supported.
- Undertake home visits with other pastoral staff and agencies to keep parents/carers informed and to secure positive family support.
- To coordinate support for students on Managed Move Transfers.
- To support the re-integration of pupils suspended from school or following an alternative timetable.

Pastoral Team Responsibilities

- To support the work of the Heads of Year and SENCO, through attachment to a year group
- To work with appropriate staff to ensure effective systems for monitoring and addressing poor attendance and behaviour in order to contribute to meeting school targets.
- Identify and assess the needs of those pupils requiring extra support. Develop individual action plans for targeted pupils and work with allocated groups as required.

- To coordinate and cooperate with appropriate staff to ensure that support is obtained from a range of outside agencies and voluntary agencies so that the school makes best use of specialist advice and assistance in the support of its most vulnerable young people.
- In collaboration with appropriate staff develop and implement support within school across all year groups. Identifying specific areas to be covered within school.
- Supporting safeguarding for all students including attending CIN/TAF/TAC meetings

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.