

Post Description:

Post title:	Assistant Pastoral Lead KS5
Responsible to:	Executive Headteacher; Assistant Headteacher: Head of Sixth Form
Liaising with:	Head of Quality of Education; Head of Performance and Standards
Pay range:	L1- L3
Contract terms:	Permanent, full-time

Overall responsibilities

The Assistant Pastoral Lead has a vital role to play in creating an exceptionally dynamic environment that will ensure the NIA6 is the most celebrated 6th form in Northampton. Through bringing to life the meaning of the DNA of NIA in NIA's 6th Form, they will work with the Assistant Headteacher, Head of Sixth Form to provide focused leadership to ensure excellent provision and outcomes for all students.

Strategic direction and development of the Academy

The Assistant Pastoral Lead will:

- Build positive relationships to ensure each student feels nurtured and supported to thrive and be the best they can be
- Celebrate student success through assemblies, awards, displays, etc Actively contribute to effective strategic leadership of the Sixth Form by ensuring all staff understand their responsibilities.
- work with the Assistant Headteacher: Head of Sixth Form to ensure the setting provides the highest possible outcomes for all students.
- strategically motivate, support, develop and challenge all staff to secure continual improvement to ensure the quality of education is of the highest possible standard.
- lead staff training and professional development to secure high-quality teaching that meets students' needs and enables students to access the ambitious curriculum.
- implement a strategic cycle and schedule of monitoring, evaluation and review of provision and embed effective quality assurance of provision.
- contribute to clear, evidence-based improvement plans and policies to further improve the quality of education the sixth form provides.
- Actively participate in and lead on raising the profile of the NIA6 through creative and innovative marketing and partnerships

Managing the organisation

The Assistant Pastoral Lead will:

- assist in the day-to-day management of the Academy and contribute to a safe, secure and healthy environment; be a visible, positive and approachable role model to all stakeholders.
- support the Assistant Headteacher, Head of Sixth Form in ensuring effective planning, allocation, deployment, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.

- support students' social, academic, physical, and spiritual needs; work in partnership with the pastoral, behaviour, curriculum and other teams and stakeholders to effectively meet students' needs and ensure their success wellbeing.
- ensure the efficient and effective use of resources to secure the best outcomes for all students.
- liaise between tutors and the Assistant Headteacher, Head of Sixth Form, as necessary.
- liaise with teaching staff about students, as necessary
- liaise with parents/carers and outside agencies, as necessary.
- establish and maintain documentation relating to each student, including ensuring it is accessible and up-to-date.

Developing self and working with others

The Assistant Pastoral Lead will:

- identify staff training needs and plan, lead, coordinate and deliver training, support and CPD as required.
- assist with the appointment and induction of new staff and provide ongoing monitoring, support and development.
- manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

The Assistant Pastoral Lead will:

- assist the Assistant Headteacher, Head of Sixth Form in ensuring accurate and rigorous self-evaluation of provision for students.
- support the Assistant Headteacher, Head of Sixth Form with the effective monitoring of student performance and target setting.
- track and monitor impact, including the use of relevant data to check the impact of the curriculum and follow-up where this is required.
- support the creation of evaluative reports of students' attainment and progress to senior leaders and stakeholders as required.
- ensure all staff follow agreed policies, systems and procedures, including those in relation to safeguarding.
- Contribute to the performance management of staff as agreed with the Assistant Headteacher, Head of Sixth Form.
- Working together with the Assistant Head and Head of Year 11, secure recruitment of students in line with the targeted PAN.

Safeguarding

The Assistant Pastoral Lead will:

- promote and safeguard the welfare of students.
- be part of the strategic safeguarding team to ensure that safeguarding is effective and child protection actions implemented.
- Undertake training and act as DSL for Sixth Form

Compiled by:	Revision Number	
Approved by:	Revision Date ___/___/___	
Attribute	Essential	Desirable
Qualifications and training	PGCE or equivalent. QTS/QTLS . Relevant Degree evidence of further professional qualification/s.	
Experience	An excellent track record of recent, relevant professional development. Work effectively both as a leader and as a member of a team. Initiate, lead and manage change. Set high standards and be a positive role model for students and staff. Manage issues and resolve conflicts with sensitivity and professionalism. Seek advice and support when necessary.	Raising achievement at Key Stage 5. Evidence of good/outstanding classroom practice and curriculum development. Achieve challenging professional goals. Consistently meeting the needs of all learners. Developing excellent relationships with students in the 16 – 19 cohort. Clear understanding of the analysis and use of progress and performance data to improve student outcomes.
Knowledge and skills	Motivate all those involved in the team through values driven leadership. Liaise effectively with the wider community, other organisations and agencies.	Excellent understanding of the latest curriculum and qualifications developments at Key Stage 5. Innovative approaches to working with students, parents Accountability for the performance of the Key Stage 5 cohort.
Personal qualities	Commitment to: Safeguarding and promoting the welfare and rights of young people.	

	<p>Acceptance of the principles underlying equal opportunities and diversity.</p> <p>Own performance management and to continued, relevant professional development.</p>	
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Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. 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.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.