Assistant Director of Pastoral and Academic Progress: Job Description

JOB TITLE **Assistant Director of Pastoral and Academic Progress**

SCALE/SALARY **GRADE 6 - £34,237 - £37,563 (Actual Salary Term Time only £28,693 - £31,480) 35 hours per week, term-time only**

RESPONSIBLE TO: **Executive Headteacher, Deputy Headteacher, Assistant Headteacher, Director of Pastoral and Academic Progress.**

JOB PURPOSE

To take a leading role, alongside the year group director in the provision of pastoral care and support to students in the relevant year group, in order to ensure that they are able to achieve their full educational potential. This will involve resolving issues which present as barriers to learning such as attendance, lack of motivation and poor behaviour.

Duties and Responsibilities

1. To ensure that students are aware of the requirements and expectations placed on them with regard to their conduct and attitude to learning at the college.
2. To assist the management of the year office and to lead, develop and organise the team of form tutors for the year group in order to ensure that the pastoral needs of the students are met.
3. To promote and implement activities in order to develop positive behaviour and relationships with students and staff at the college.
4. To ensure that students attend college regularly and to ensure that registers are taken by staff for the year group.
5. To implement the college behaviour for learning policy and to work to ensure that the college's inclusion policies are followed.
6. To meet, liaise and discuss with parents resolutions to difficulties that are presenting as barriers to learning and to avoid exclusions. To ensure that every parental enquiry receives a response the same day of receipt.
7. To ensure that the college's rewards and sanctions policy is operated effectively and equitably across the year group. This will include arranging and supervising after college and lunchtime detentions.

8. To assist, and when necessary lead assemblies for the year group. To also ensure the dissemination of information about school to all year students and form tutors for the year group.
9. To complete all administrative tasks relating to the year group and ensure that all student records are updated and maintained.
10. To issue year group monitoring reports to students and to attend lessons where students may be causing concern.
11. To liaise with outside agencies and services to achieve and improve levels of support for students.
12. To represent the college at external meetings and case conferences.
13. To provide reports and briefing notes as required.
14. To attend the meetings of the pastoral committee.
15. To provide first aid to students once appropriately trained.
16. To implement and adhere to the college's equal opportunities policy.
17. To organise and manage the year group college council.
18. To organise and manage distribution, allocation and replacement of students locker keys.
19. Any other duties that may be required, commensurate with the grade of the post.
20. To have a flexible and can-do approach with the ability to respond to the needs of the college.
21. To contribute to the overall ethos, work and aims of the college.
22. To establish constructive relationships and communicate with other agencies and professionals.
23. To participate in training and other learning activities and performance development as required.
24. To recognise own strengths and areas of expertise and use these to advise and support others.
25. To be aware of and comply with the colleges safeguarding procedures, Health and Safety requirements, confidentially and data protection policies.
26. You will be required to work two additional INSET days, which will be paid additionally, and advanced notification of those days will be provided.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.