****

Appointment

**Deputy Pastoral Leader**

 Salary Scale: Support Staff Grade D (£26,918- £29,616 FTE)

Required: As Soon as Available

**ADVERT**

We are looking to appoint a new Deputy Pastoral Leader for 30 hours per week. This post has arisen as the current post holder has secured promotion within the college as the Family Support Worker. It is a fantastic opportunity to join a highly respected pastoral team, which secures standards of attendance and behaviour well above the national average. The pastoral team provides high quality care, establishes positive relations with students and parents and successfully supports students’ personal and social development. There is the possibility for this post to also include an additional 5 hours per week of safeguarding work.

The successful candidate will be able balance support and accountability for students and parents. They will be student-centred, nurturing and demonstrate tough care. They will be collaborative in approach, keen to work with colleagues to share the best practice and resources.

 Wyvern College is a popular and happy school, where staff and students feel valued and appreciated. Students are polite, hard-working and well behaved. They are keen to learn and they achieve well above national expectations. Staff morale is high; turnover is low and there is a strong sense of team work and community. Staff are proud of their college and genuinely excited about the next stage of its development. Leaders and Governors are held in high esteem. We have on-site nursery and gym facilities with staff discounts. People rarely leave Wyvern and those who do, often return!

Wyvern is a 11-16 mixed comprehensive school, serving the communities of Fair Oak, Horton Heath, Bishopstoke, Durley and Upham and the surrounding area. Increasingly, families from outside the catchment area are seeking Wyvern places for their children. Consequently, it is oversubscribed.

Closing date for applications: Thursday 17th April 2025.



**Key Information: Job Description**

|  |
| --- |
| **Deputy Pastoral Leader**  |
| **Reporting to:** | Pastoral Leader  |
| **Responsible for:** | To support the Pastoral Leader of a year group in the management or attendance, behaviour, uniform, pastoral care and support for students. To work with students, their parents and, where appropriate, outside agencies to improve the attendance, behaviour and well being of students.  |
| **Liaising with:** | Pastoral Leader, SLT line manager for the year group; tutors; other Deputy Pastoral Leaders; safeguarding team; external agencies; students and parents |
| **Working time:** | 30 hours per week; with an 8:15am start; 39 weeks per year |
| **Salary/grade:** | Support Staff pay scale grade D |
|  | **Support for Students*** To provide ongoing support for individual students e.g. with bereavement, mental health, family issues, problems in school.
* To investigate incidents, taking statements when required; liaise with other staff, parents and external agencies as appropriate.
* In collaboration with other staff determine the relevant sanction for students and ensure that it is carried out and that all parties are informed of the outcome.
* To support new students to the college, ensuring they have all the practical and social support needed to succeed.
* To investigate, address and resolve incidents of bullying, conflict and friendship issues between students.
* To monitor vulnerable groups closely and plan appropriate support and interventions when necessary

**Support for Pastoral Leader*** To provide administrative support to the designated Pastoral Leader for the following tasks:

- specific and general admin including round robins, emails letters etc.- pastoral meeting action points- recording incidents on behaviour logs/SIMS logging- liaising and meeting with parents as required (including attending SEN meetings if required)- attending Pastoral briefing/assemblies- acknowledging parental contact within 48 hours- organising/attending (as necessary)\* special events connected to your  year group, including evening events. - preparing referral forms and suspension paperwork for Pastoral Leader. |
| **Specific Responsibilities** | * To be a point of contact for parents and liaise with tutors, teachers and outside agencies where appropriate.
* To monitor students as identified by Pastoral Leaders.
* To support tutors as agreed/directed by Pastoral Leader.
* To meet regularly with Pupil Premium children identified by the Pupil Premium and Family Support Worker, and attend meetings if necessary.
* To provide case studies for Pupil Premium students as required.
* To take statements from students, deal with incidents and action appropriately.
* To attend PEP, outside agency and Planning meetings as required\*.
* To attend EHCP reviews as required/if required
* To attend weekly assemblies as required.
* To undertake one break time duty per week.
 |
| **Other Specific Duties:** |
| To be aware of the college Child Protection procedures relevant to the role. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |



**Key Information: Person Specification**

|  |  |  |
| --- | --- | --- |
| **Area**  | **Essential** | **Desirable** |
| **Qualifications** | * Good general level of education including 5 GCSEs A\*-C or equivalent
 |  |
| **Professional** **Development** | * Evidence of further development undertaken in current post and willingness to undertake training
 |  |
| **Experience** | * Previous experience of working in a busy admin environment
* Experience of working in a team
 | * Previous experience of working in a support role in a secondary school
* Previous experience of working with young people
 |
| **Knowledge and Skills** | * Strong admin skills and knowledge of Microsoft Office systems
* Excellent communication skills
* Good IT skills
* Ability to prioritise and organise workload and keep accurate records
* Ability to develop good working relationships with staff and students
* Awareness of child protection and data protection issues relevant to the post
 | * Knowledge of SIMS Information Management System
 |
| **Personal Attributes**  | * Ability to meet tight deadlines
* Ability to deal with confidential and difficult issues in an appropriate way
* Good time-management skills
* Flexible and adaptable to meet the needs of the college
* Ability to stay calm under pressure
 |  |