**Job Description: Pastoral Leader**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 7 |
| **Responsible to:** | SLT |
| **Main Purpose** | | |
| |  | | --- | | The primary aim of this role is to support students’ day to day at school. You will help provide support for student welfare, promote positive behaviour and inclusion in all aspects of school life.  You will help to support the implementation of school policies, ensuring corridors are disruption free and that students are accessing their learning. The pastoral and academic frameworks are closely connected at Twynham School, and this role is a key part of ensuring student success. | | | |

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| **Duties and Responsibilities** |
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential**   * Minimum pass in GCSEs A-C Maths and English (or equivalent) * Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils * Ability to support the processes and procedures for pupils learning * Ability to work at own initiative and as part of a team * Ability to work in a flexible and responsive way with tact, discretion and confidentiality * Ability to relate well to children and adults * Thorough knowledge and understanding of safeguarding children * Ability to think creatively to deliver learning * Ability to work under pressure and manage time effectively * Excellent communication skills * Commitment to providing equal opportunities and meet * Ability and willingness to work collaboratively and supportively within the school team * Build effective and professional working relationships with parents, staff, Governors and the wider community * Committed to own professional development * Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, a team worker.   **Desirable**   * Experience of working with children in an educational setting is desirable. * An understanding of students’ individual targets, and where appropriate the post-holder may be required to develop a more specialised knowledge in specific curriculum areas. * A willingness to attend courses as required to enhance the knowledge, understanding and skills to improve the level and quality of support given to students and teachers is essential. * Completion of ELSA and/or Mental Health First Aid training is desirable |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |