

**Job Description**

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| Post Holder |  |
| Job Title | Head of Pastoral Services |
| Responsible to | Vice Principal for Staff and Students |

**Purpose: Key Strategic Objectives**

* To lead and develop a high quality cross-college Pastoral Tutorial Programme which is underpinned by the new Ofsted Education Inspection Framework.
* To lead on the College’s procedures in relation to attendance and punctuality.
* To develop and implement strategies with a team of Attendance Officers for working effectively with parents / carers around student attendance and punctuality, ensuring early interventions and necessary support is put in place for students in a timely manner.
* To be actively involved in the attainment of objectives contained within the College’s Development Plan.
* To hold and actively demonstrate the College’s Core Values in all that you do.
  + Aim High…
  + Work Hard…
  + Take Responsibility…
  + Do what’s Right…
  + Respect Others…
  + Challenge Yourself….
  + Take Pride……
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and adults at risk within the College.

**Specifically, the post holder's responsibilities will be as follows:**

* To design, develop and lead an innovative, aspirational and high quality pastoral tutorial curriculum for key elements of students’ Personal Development and Behaviour and Attitudes.
* To ensure that the College’s pastoral tutorial curriculum is of high quality, consistently standardised across the College, meets the needs of all individual students and is appropriate to their level of study.
* To ensure that the College’s pastoral tutorial curriculum develops and improves students’ academic skills, behaviours, attitudes and personal development, helping to build students’ confidence and resilience.
* To line manage and co-ordinate the work of tutorial delivery team.
* To co-ordinate the Department Tutorial Co-ordinators and establish and chair a Tutorial Development Group.
* To lead on policies and procedures that direct and improve pastoral support for students.
* To take responsibility for the quality assurance and implementation of the College’s tutorial provision.
* To work with the Head of Student Engagement and curriculum areas to ensure high volumes of students participate in quality enrichment activities, including participation in regional and national competitions.
* To develop and lead innovative approaches across the College to improve student attendance and punctuality.
* To work closely with the Attendance Officers to ensure pro-active and assertive support is provided to students, helping them overcome barriers to maximise their attendance and punctuality and to ensure achievement and progression.
* To ensure activities to monitor and address student attendance and punctuality are well co-ordinated and standardised across the College.
* To contribute to the overall improvement of student attendance and punctuality through partnership and effective communication with students, parents and curriculum area managers.
* To ensure that ProMonitor is regularly updated by Attendance Officers and Personal Tutors to record all pastoral and enrichment activity.
* Monitor and review the attendance of individual and groups of students.
* Implement and manage a system for the monitoring of any students with particular needs that may have weak attendance or display challenging behaviour and ensure consistent application of policies and support and track improvement and impact.
* To provide the College’s Management Team with detailed performance and progress reports as required.
* To attend internal and external meetings as required.
* To actively show a commitment to the College Strategic Objectives.
* To show an active commitment to the College's Equality and Diversity Policy, Quality Frameworks and Health & Safety Procedures.
* To actively participate in Continuous Professional Development including the introduction of new technologies to allow you to contribute effectively to the success of the College.
* To carry out such other appropriate duties commensurate with your skills, knowledge and experience.
* The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Person Specification**

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| **Category** | **Ref** | **Criteria Description** | **Method of Assessment** |
| **1. Skills and Abilities** | | | |
| Essential | 1.1 | Ability to determine priorities and make decisions, supported by excellent organisational skills. | Application/Interview |
| 1.2 | Excellent communication skills and the ability to interact positively with students and their parents /carers and to work successfully with colleagues at all levels of the organisation. |
| 1.3 | Ability to monitor and produce accurate and timely reports based on relevant statistical information. |
| 1.4 | Excellent IT skills and experience, including the use of ProSolution and ProMonitor. |
| **2. Qualifications and Training** | | | |
| Essential | 2.1 | Degree or equivalent qualification. | Application/Verification of original certificates |
| 2.2 | Grade C or above in Maths and English (or equivalent). |
| 2.3 | Teaching qualification. |
| Desirable | 2.6 | Safeguarding training. |  |
| **3. Attitude / Disposition** | | | |
| Essential | 3.1 | Excellent inter-personal skills with the ability to develop positive relationships at all levels both internally and externally to the College. | Application/Interview/  References |
| 3.2 | Highly professional in conduct and approach. |
| 3.3 | Highly motivated, enthusiastic and confident and the ability to lead, motivate and inspire others. |
| 3.4 | A positive attitude to students and their parents /carers. |
| 3.5 | Commitment to excellence and to student success and positive progression. |
| 3.6 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College. |

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| **Category** | **Ref** | **Criteria Description** | **Method of Assessment** |
| **4. Other** | | | |
| Essential | 4.1 | A high level of personal integrity with experience of handling sensitive situations with tact and diplomacy and with complete regard for confidentiality. | Application/Interview/  References |
| 4.2 | Ability to be resilient when situations are challenging. |
| 4.3 | Excellent record keeping skills and the ability to produce written reports to a high standard. |
| 4.4 | Knowledge and understanding of safeguarding principles and student welfare and attendance issues. |
| **5. Knowledge** | | | |
| Essential | 5.1 | Thorough understanding of the barriers to learning faced by students. | Application/Interview |
| 5.2 | Knowledge of pastoral tutorial curriculum and systems. |
| 5.3 | Knowledge of strategies to engage and motivate learners and effective ways of managing student attendance. |
| 5.5 | Knowledge of the Education Inspection Framework. |
| **6. Experience** | | | |
|  | 6.1 | Experience of pastoral curriculum delivery and management. | Application/Interview |
| 6.2 | Experience of the management and improvement of attendance systems. |
| 6.3 | Experience of working in an educational environment and supporting vulnerable young people and dealing with difficult and sensitive issues. |
| 6.4 | Experience of undertaking the role of personal or pastoral tutor and of the management of student attendance. |
|  | 6.5 | Teaching and curriculum planning experience. |  |

**Contract Arrangements**

Business Support Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines.

Within your contract, the following salient features will apply:

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| 1. | Contract type | Business Support, Term Time Only (40 weeks), Permanent |
| 2. | Working week | 37 hours per week |
| 3. | Holiday | 30 days per annum plus statutory bank holidays.  (Holiday year 1 January – 31 December) |
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| 4. | Period of Notice | Two months |
| 5. | Salary | Business Support, Scale SO1/S02  £22,946.26 - £26,670.30 per annum (actual salary) |
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| ,6. | Pension | Employees are eligible to join the Local Government pension scheme. Employees contribution is 5.8-6.5% of salary, further information will be provided on appointment to the post |
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| 7. | Sickness | The Corporation sickness policy will apply (further information is available from the Human Resources Department on request). |
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| 8. | Probationary Period | 12 months. |
| 9. | Disclosure & Barring Service Check | From the 1 August 2018, new employees (with the exception of Apprentices, Business Support Scales 1, 2 & 3 or equivalent in Northern Skills Group) will be required to pay for the Disclosure & Barring Service Check, and this will be deducted from their payroll over the first three months of employment. The current cost of a Disclosure & Barring Service Check is £58.40. |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure and Barring Service check and receipt of two satisfactory references.**