

HAYDON SCHOOL
JOB DESCRIPTION – PASTORAL LEADER

Post Title		Pastoral Leader
		Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose		- To take a lead with ensuring all students are able to work productively in their lesson - To implement whole school policies. - To ensure student specific information is disseminated appropriately and take a lead with ensuring teachers act upon information given to them - To be contactable by all stakeholders regarding any student related issues - To proactively assign support to individual students thinking creatively to meet the needs of the student - To have an up to date understanding of all the support mechanisms available at Haydon and lead on implementing them - To be a visible presence in the school, particularly during lesson changeover and at social time to ensure good behaviour
Reporting to:		Deputy Designated Safeguarding Lead If Y7-11 6 th Form Year Leaders if Y12/13
Liaising with:		All relevant internal and external stakeholders
Working time:		37 hours per week Term time. Any school holiday days to be exchanged for time in lieu 8:00-4:00 Mon-Thur 8:00-3:30 Fri
Salary/Grade:		Scale 6 Points 18-20
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Operational		- To work with the Year Leader, Deputy Year Leader (Teaching), Form Tutors, and classroom teachers to take a lead on supporting effective behaviour for learning - To develop and implement where necessary a mentoring programme for underachieving or vulnerable students

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		• Support the Year Leaders with managing late procedures in accordance with the school policy • Ensure high attendance through effective working with Attendance and Punctuality officers and Year Leaders • Maintenance of student files • To work with the student services team regarding in-year admissions
Specific Responsibilities		The Pastoral Leader will support with the following (but not limited to) tasks: • To oversee visits to primary schools to meet with year 6 students • To help to create the tutor sets for year 6 ensuring all are balanced in terms of boy/girl, ethnicity, ability • To attend the new Year 6 Parents' Evenings (deputise for a Form Tutor in their absence for the evening) • To support the Year 6 Induction Day • To support with the GCSE options process where necessary • To lead and organise an end of Year Prom • Support with an effective transition from Y11 to sixth form and support Sixth form recruitment initiatives • To complete references for students and lead on developing a centralised record of completed references • To perform duties before and after school, and at break and lunchtime. • To perform on-call duties supporting with whole school behaviour as required • To supervise potentially challenging students in the back on track room as required and ensure they are completing meaningful tasks • To work with the attendance officers to support with improving attendance at Haydon School • To work with external agencies where needed • To proactively visit lessons and support with the management of corridors • To prepare information for the safeguarding team to use at professional meetings • To attend a daily student support meeting with other relevant parties as directed and use this to develop student specific programmes to support vulnerable children • To attend assemblies and ensure assemblies are well run • To attend parents evenings and open evenings • To complete home visits where required, but only in pairs with a member of staff with business insurance

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		The Pastoral Leaders working with Y7-11 will support with specific year group tasks as required, with tasks balanced between the team. Examples are detailed below but not restricted to; Year 7 To visit primary schools to meet with year 6 students To help create the tutor sets for year 6 ensuring all are balanced in terms of boy/girl, ethnicity, ability – use professional knowledge to ensure inclusion through this activity To attend the new Year 6 Parents' Evenings (deputise for a Form Tutor in their absence for the evening) To help organise the Year 6 Induction Day To facilitate smooth transition once started Year 7 Year 9 To work with the Deputy Headteacher (curriculum) on the options process to ensure that students are placed on the correct programmes and liaise with parents to deal with queries Year 10 To liaise with staff, students and parents on disapplication of subjects Year 11 To liaise with staff, students and parents on disapplication of subjects To support with the leavers' assembly and organise end of year Prom To promote progression to Haydon School sixth form and identify students requiring an interview. To take part in interview process. To complete references as required for students as above The Pastoral Leaders working with Y12-13 will also support with specific year group tasks relating to sixth form. Examples are detailed below but not restricted to; Enrollment process of internal Year 11 students – managing course changes, interviews and data capture Supporting with sixth form recruitment initiatives Enrolling students into the sixth form following August's results day up until the start of the school in September. Assisting in the organising of the Sixth Form prom and social events Assisting in the organisation of the Sixth Form open evening Assisting in the administration of the schools bursary funding Supporting with the UCAS process
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		To lead and deliver a programme of study skills sessions for 6th formers that are productive, well structured, and in which students are actively guided to complete research, wider reading classwork and homework Note: For 6th form Pastoral Leaders, arrangement is to be made between them and their SLT line manager to be in school between GCSE results day and the start of term. The amount of time will vary from year to year depending on the date of results day, but all time spent in school is to be taken off in lieu during term time
Additional Duties:		To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. Note: Where pastoral Leaders are required to attend evening events, such as but not limited to parent's evenings and curriculum evenings, this time is to be taken off in lieu so that the overall weekly hours are correct.
Other Specific Duties:		
You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post. • To promote actively the school's corporate policies. • To continue personal development as agreed • To actively engage in the staff review and development process. 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.		
Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.		
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.		

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DATE: AUGUST 2026