

Job description

Job title: Behaviour, Pastoral and Attendance Leader
Job ref: XS 218
School:
Grade: Dorset Grade 7
Reports to: SENCO/Headteacher

Main job purpose

To lead, within the inclusion team, on positive behaviour management and pastoral care, ensuring provision for children identified with SEMH and with attendance concerns.

Main job role

1. Lead on intervention strategies to ensure high levels of attendance and punctuality
2. Analyse attendance data and report to SLT
3. Lead behaviour working Group, liaising with key stakeholders - staff, parents, governors and pupils to ensure effective whole school positive behaviour management.
4. To be integral part of the school Inclusion Team working with other key staff and multi agencies to ensure the pastoral needs of pupils are supported.

Main responsibilities and duties

5. To ensure all unexplained absences are accounted for, seek reason for absence via telephone or letter home if required.
6. To follow attendance policy and send out letters as required.
7. Identify individuals and/or groups of students that require additional support to improve their levels of attendance and punctuality.
8. Identify and implement intervention strategies to address poor attendance and celebrate excellent attendance. The post holder will have a range of interventions available with the discretion to adapt or amend them as appropriate.
9. Initiate and follow through appropriate sanctions in liaison with the relevant colleagues and other professionals including fines and court action.
10. Liaise with outside agencies, parents/carers, social services, other schools and/or organisations in relation to information on student attendance and punctuality.
11. Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
12. Report any welfare concern and/or child protection concerns as per school policies and procedures.
13. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



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14. Undertake professional development activities to enhance personal development and job performance, through provision of training and mentoring.
15. Attend relevant school meetings, as well as any other meetings associated with this role.
16. In liaison with relevant colleagues/school management, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual attendance and punctuality.
17. Lead strategies for the prevention of bullying and intervention should it be identified.
18. To ensure behaviour between pupils and adults is fitting with the school ethos.
19. Lead half termly school worship with a clear message on positive behaviour and British Values.
20. Liaising with collective worship leader.
21. Ensure that termly reports are submitted to Full Governors Body
22. Ensure positive messages and school information is routinely shared with parents through the school newsletter.
23. Data collection and analysis of attitude to learning and behaviour.
24. Lead CPD for MDS/TA's.
25. To work with SENCO, Headteacher, Lead TA re pupil need and deployment of TAs.
26. Identify intervention required to breakdown learning barriers and scaffold appropriate support.
27. Measure impact of intervention regarding Pastoral Support and feedback to SLT.
28. Support staff in the delivery of SRE and PSHE lessons
29. Attend appropriate CPD
30. Lead CPD for ELSA and provide supervision for TA leading pastoral intervention. E.g. 'Positive Me'
31. Plan for transition of Year 6 pupils and liaise with SENCO's of other schools regarding vulnerable pupils
32. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
33. Lead contact for SSCO and liaise with SLT regarding SLAs to purchase (e.g. e-safety)
34. Any other reasonable duties as required by the Head Teacher.



Supervision & management

- 35. The post holder will often be required to work without direct supervision.
- 36. The post holder will be required to supervise ELSA

Resources

- 37. General Office equipment (e.g. computer, photocopier, telephone)

Working environment

- 38. The post holder will be working in a school environment and will share an office with the SENCO.

Key contacts & relationships

- 39. Regular contact with Headteacher, Assistant Head Teacher, SENCO and lead TA

Work demands

- 40. Predominantly the post holder will work within the school environment. However they will be required to visit other schools and undertake home visits on occasions.

Approval			
Prepared by		Date	July 2015
Designation	Headteacher		

