

KEPIER



JOB DESCRIPTION

Name:

Job Title: Behaviour Pastoral Leader

NJC Salary Scale Point Range 30 - 32

Pro-rata Salary - £33,113 to £34,936 (Full-Time Equivalent £36,298 - £38,296)

Permanent Contract

Contractual hours: 37 per week **Weeks per year:** 38 weeks per year plus 15 days

Hours to be worked: As directed by the Headteacher

Disclosure level: Enhanced

Purpose of Job:

- Support the vision and strategic direction of Kepier Academy.
- Manage learner behaviour and attitudes to create a safe and respectful learning environment.
- Foster a positive learning environment with high expectations.
- Lead and oversee the line management of Year Managers.
- Be accountable to the Senior Leadership Team for learner behaviour and attitudes.
- Ensure fair and consistent implementation of behaviour management strategies and provide support to staff.
- Oversee alternative provision and quality assurance processes.
- Take the strategic lead on Kepier's rewards program to promote positive behaviour and celebrate achievements.

Principal Duties:

1. Foster a positive and ambitious pastoral team ethos to create a supportive and empowering environment.
2. Take the operational lead in managing learner behaviour, ensuring consistency and effectiveness.
3. Collaborate with staff to develop, implement, and monitor action plans for improving learner behaviour and attitudes.
4. Liaise with teachers and departments to address behaviour and attitude issues, including tailored behaviour plans.

5. Manage the compilation and timely submission of relevant data on key performance indicators.
6. Prepare reports and documentation for external agencies as necessary.
7. Oversee paperwork for suspensions and exclusions, including reintegration meetings with the Year Manager.
8. Support anti-bullying initiatives within the school.
9. Lead, facilitate, and deliver assemblies as required.
10. Participate in, facilitate, and manage after-school detentions.
11. Carry out on-call duties, maintaining a visible presence to support Year Managers and learners.
12. Regularly meet with link coaching teams and Senior Leadership Team members for pastoral support.
13. Participate in training on behaviour management techniques.
14. Promote and safeguard the welfare of students.
15. Fulfil any other reasonable duties assigned by Line Manager or Senior Leadership Team.
16. Act as a Deputy Designated Safeguarding Lead.

General Duties and Responsibilities:

- Support the positive and ambitious pastoral team.
- Monitor, challenge, and support the work of Pastoral Leaders regarding safeguarding.
- Lead, facilitate, and deliver assemblies.
- Assist the Headteacher, Deputy Headteachers, and Assistant Headteachers in policy and procedure development for pastoral provision.
- Exemplify strong leadership in interactions with staff, learners, parents, and outside agencies.
- Lead, coordinate, deliver, and evaluate CPD programs related to behaviour.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.
- The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

Responsible to: Headteacher, Deputy Headteachers, and Assistant Headteachers

Liaising with: All staff, visitors, and external parties.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Childrens' Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee).....**Date**.....

Signed(Headteacher).....**Date**.....