Principal Teacher of Pastoral Care

Job Description

Job title	Principal Teacher of Pastoral Care
Reports to	Head of Junior School via the Senior Depute
Responsible for	Overseeing the pastoral care and behavioural support within the Junior School
Hours of work	35 hours per week, Monday to Friday
Location	Edinburgh

PURPOSE OF THE ROLE

The Principal Teacher of Pastoral Care is responsible for supporting the wellbeing of pupils and providing support to all pupils across the Junior School. You will be responsible for the emotional development across all age groups and work with colleagues to ensure monitoring, and pastoral support plans are in place for those who require it. You will also act as parent liaison and be the main point of contact for external agencies.

REPORTING LINES

The Principal Teacher of Pastoral Care reports to the Head of Junior School, via the Junior School Depute. The Head of Junior School has overall responsibility for pastoral care and behaviour management within the Junior School. The Head of Junior School reports directly to the Principal.

KEY DUTIES AND RESPONSIBILITIES

The duties below indicate the main responsibilities of the post and are not an exhaustive list. They may be reviewed and adjusted from time to time in discussion with the postholder to reflect the needs of the organisation.

1. Pastoral Care

- Support JSLT and the class teachers in meeting the universal and targeted wellbeing needs of pupils
- Organise and arrange child planning meetings (booking room, contacting people, arranging cover) and the appropriate paperwork.
- Finalise record of discussion following meetings.
- Review Child Planning meeting Action Plans termly with Depute.
- Responsible for tracking and monitoring the support and care of vulnerable pupils to ensure that children receive the appropriate support internally and from external agencies
- Regularly review wellbeing concerns and support with JSLT- as part of H&WB review meetings.
- Liaise with external agencies.
- Keep records of membership of school support groups (EAL, Foundationers, SfL, Able child)

- Keep up-to-date with national initiatives and requirements, attend training as necessary.
- Be aware of data protection and information sharing legislation.
- Ensure School policies are relevant and reviewed, create new policies.
- Support individual pupils and parents as requested by JSLT.
- Review pastoral care pathway, liaising with JSLT
- Write risk assessments for individual pupils.
- Responsibility for wellbeing pages on Parent Portal and Firefly.
- Liaise with IT over updating of class wellbeing information and pastoral logs each session
- Work with the wider team to organise Staff training in wellbeing, pastoral care and behaviour support.
- Organise parent workshops and events to inform on pastoral support
- Ensure that sensitive pastoral information is shared appropriately with other members of the school community and is done so in compliance with information sharing guidance.
- Be responsive to parental enquiries and concerns.

2. Behavioural Support

- Provide behaviour support for working with pupils and liaising with parents
- Train Staff in behavioural support strategies.
- Work closely with members of JSLT on serious disciplinary investigations.
- Lead and support playground staff in promoting positive playground behaviour; strategies, training for staff where needed, monitors' programme.
- Liaise with Specialist Teachers in support of pupils relating to behavioural issues.

3. Additional Duties

- Manage Nurture space including pupil and staff allocation
- Be a positive role model as a teacher and colleague.
- Deputise for JSLT in its absence.
- Teach the required number of periods – in Learning Enhancement, with a Maths set and in covering JS classes.
- Assist in the organisation of Junior School, whole school events, including annual services/festivals and public occasions.

General

- Uphold the School's safeguarding, data protection, health and safety, and equal opportunities policies at all times.
- Contribute to the wider life and community of the School.
- Undertake other reasonable duties commensurate with the post, as required by the line manager

SKILLS AND EXPERIENCE REQUIRED

- Registered with the GTCS
- Desirable - Experience of leading Junior School pastoral care
- Proven experience in supporting wellbeing for pupils
- Proven experience in behavioural management
- Desirable - Trained in therapeutic intervention e.g. social detectives, Seasons for Growth, LIAM, Playbox, Raising children with confidence

Personal Attributes:

- Understanding of and empathy for the ethos and objectives of George Heriot's Trust, including the School and the Foundation, which supports children who have lost a parent
- Commitment to safeguarding and promoting the welfare of children and young people
- Integrity, discretion and credibility at all levels
- Resilient, proactive and able to prioritise competing deadlines
- Leadership style that develops and empowers others
- Able to work independently and collegiately as part of a team
- Humour, empathy and kindness.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

George Heriot's School is governed by George Heriot's Trust,

Scottish Charity number SC011463.