



St. Mary's Senior School
Job Description for Phase Lead – Years 10 & 11 (and Transition onto Post 16 Education)

Core Purpose

- Promoting the highest standard of conduct in the year groups.
- To lead a team of tutors and a cohort of students.
- Promoting good attendance (95%+) and punctuality in the year group.
- Maintaining high expectations in line with the school code of conduct.
- To be a positive role model to students, parents, and colleagues by maintaining a calm and level-headed approach to behaviour management.
- To establish and maintain positive and professional relationships with parents and student.

Key Responsibilities

1. Leadership and Management

- To chair and lead pastoral meetings with form tutors for each year group, ensuring that regular meeting minutes are shared with the Assistant Head (Pastoral) in the Senior School.
- To input into the performance review management of tutors.
- To become a DDSL supporting the Assistant Head (Pastoral) in the Senior School in his/her duties as the safeguarding lead.
- To become a MHFA (Mental First Aider) and champion mental health within the school in conjunction with the Assistant Head (Pastoral) in the Senior School.
- To act as a role model for tutors by demonstrating high expectations and being a calm and assertive presence around the school.
- To uphold the professional standards of St Mary's School.
- To ensure that teachers and tutors are notified of any specific pastoral, medical or academic backgrounds of pupils in conjunction with other key staff such as the SENCo.
- To ensure all tutors understand and are actively implementing school policies/protocols including; behaviour, attendance, uniform/equipment, form time programme and safeguarding.
- To have an overview of all the different pastoral needs and support of students e.g. Mentors, SENCo, external agencies.
- To provide a link for parents, tutors, SENCo, teachers, mentors, SLT and external agencies.
- To organise 1-1 parent meetings to investigate any concerns or to provide support as required.
- To co-ordinate and attend Year 10 and 11 parent and pastoral evenings as part of this role, ensuring good parental attendance and engagement.
- To monitor all data for Year 10 and 11 students (with the support of the Data Manager) and support the Assistant Heads in the Senior School in ensuring appropriate interventions are in place and are followed up.
- To monitor student attendance and punctuality daily and take appropriate steps to ensure that attendance and punctuality in the year group is at the highest levels.

- To lead quality and purposeful assemblies which promote St Mary's ethos around positive behaviour management and well-being.
- To work with the Assistant Head (Pastoral) in the Senior School to assign student roles of responsibility.
- To monitor student behaviour using the schools MIS (Engage) with the help of the Data Manager and ensure appropriate sanctions are issued.
- To monitor student engagement in enrichment activities, working with the Assistant Head (Pastoral) in the Senior School and the Co-curricular Lead.
- To support in the management of detentions, if required.
- To oversee students on report and liaise with parents regarding progress.
- To contribute to the management of school events (including but not limited to): open evenings, parent evenings, school trips, extra-curricular and social events.
- To lead student voice groups or surveys under the direction of the Assistant Head (Pastoral) to help self evaluate the pastoral care and safeguarding provision within the school.
- To chair the school council alongside the other Phase Leads under the leadership of the Assistant Head (Pastoral) in the Senior School.
- To plan, co-ordinate and lead year group trips and activities, ensuring staffing, communications, risk assessments and any further resourcing is organised, working with the EVC.
- To work alongside the 'Co-curricular lead' to support the DofE programme, for example actively encouraging and supporting students to participate and complete the various levels.
- To liaise with the marketing department to inform parents of successes, activities, and events.

2. Administration

- To work with the Assistant Head (Academic) and tutors in ensuring that students are issued with correct timetables at the start of the academic year or when they join or if there are any amendments.
- To plan and implement weekly tutorial activities and to ensure tutors are carrying out daily required duties.
- To ensure tutors are sent materials to deliver high quality tutorial activities, working with the Assistant Head (Pastoral) in the Senior School.
- To maintain and monitor student pastoral records/files and ensure they are kept up to date.
- To support the registrar with 'in year' admissions by ensuring students are welcomed and that appropriate support is put in place to encourage a successful transition.
- To complete monitoring checks of tutorial times and other activities as requested by the Assistant Head (Pastoral) in the Senior School.
- To ensure the 'report card process' or equivalent is followed in line with the school's academic and behaviour policies.
- To lead and manage the writing of tutor reports and any pastoral care plans in conjunction with the Assistant Head (Pastoral) in the Senior School.
- To assist the Assistant Head (Pastoral) in the Senior School in generating pastoral reports for the SLT and governing body.
- To write, in conjunction with the marketing department, regular year group communications for parents, alumni and other stakeholders.

3. Maintaining High Expectations of Students

- Visual presence during tutor time and in corridors/canteen during transition times including break and lunchtimes.

- Conduct regular learning walks to check on student engagement/behaviour and to positively intervene to encourage good learning habits.
- Support classroom teachers and Heads of Faculty in resolving behavioural incidents and poor academic performance.

4. Managing Transition

- Support the Assistant Heads in the Senior School in writing references, for example references for post 16 education.
- Assist the office manager and registrar in ensuring students joining the Senior School are registered with the local authority and that students leaving are deregistered.
- Assist the Assistant Head (Pastoral) and the Registrar with organising entrance testing if required.
- Assist in the scholarship process into the Senior School if required.
- Assist in any promotional events to parents/students.
- Support Year 11 students with post 16 choices and careers advice.
- Develop links with Post 16 educators, including leading the hosting of events within school.

5. Other specific duties

- Continue own professional development and training as part of the St Mary's CPD programme.
- Carry out scheduled staff supervisory duties such as at break and lunch times.
- Undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- Play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example.
- Maintain a visible, professional, and high profile within the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

Compiled 25/2/2022

Person Specification – Phase Lead – Years 10 & 11 (and Transition onto Post 16 Education)

	Essential	Desirable
Education/Qualifications/Training		
Education to degree level in a relevant subject	√	
Teaching qualification such as a PGCE		√
Level 3 safeguarding		√
Mental Health First Aid		√
Evidence of active involvement in CPD relevant to post		√
Skills and Experience		
Experience of dealing with safeguarding issues	√	
Experience as a DSL or DDSL		√
Evidence of successful tutoring relating to student academic progress and personal development	√	
Experience of post 16 transition either in leadership or form tutorship		√
Ability to develop a pastoral team which is responsive to the needs of all students	√	
Ability to professionally mentor and develop staff within a pastoral team		√
Experience of some whole school responsibility relating to student academic progress or personal development		√
Willingness and ability to participate in extra-curricular activity	√	
Experience of extra-curricular involvement, for example organising trips and activities		√
Excellent oral and written communication skills and the ability to work effectively with all stakeholders	√	
Ability to problem solve	√	
Ability to work under pressure and stay calm in stressful situations	√	
Ability to establish good relationships with students, parents and staff	√	

Dependability and sound organisational skills with the ability to meet deadlines	√	
Good/excellent ICT skills		√
Excellent time management	√	
Ability to prioritise work	√	
To be able to work as part of a team	√	
Personal Qualities		
Professional, enterprising	√	
Outgoing, approachable, inclusive	√	
Positive, adaptable	√	
Enthusiastic	√	
Self-motivated	√	
Self-confident	√	
Sensitive, fair, tact and ability to use discretion	√	
Commitment, generosity of spirit, sense of humour	√	
Appreciate the balance between the academic, social, and emotional development of young people needed to create an outstanding school	√	

Compiled 22/01/2022