

### Impington Village College Job Description

Name of Post Holder:	
Post Title	
Reporting to:	Assistant Principal
Responsible for:	<p>To focus on the wellbeing, behavior and achievement of students; building and maintaining an effective partnership between home and the College.</p> <p>To ensure all students make good academic progress and maintain high attendance.</p>
Working time:	37 hours per week, but flexibility is required to occasionally work beyond normal hours to attend meetings after school. TTO +5 training days
Salary:	SO1 23-25
Location:	Impington Village College is part of the Eastern Learning Alliance Trust. The normal place of work will be based at Impington Village College
Disclosure Level:	Enhanced Full DBS

#### 1. Main Purpose of the Role Director of Pastoral Curriculum and Alternative Provision

- To support all students to access a fully-integrated pastoral system
- To be responsible for the pastoral care of students through the day to day management of incidents and concerns
- To encourage and maintain high standards of behavior in and out of lessons
- To support and encourage students' full attendance at all their lessons.

#### 2. Key Tasks

- Manage behavior and policy at IVC both during lesson and social time
- Manage the PSH and Alternative Provision staff
- Manage the AP Unit, working with the AP Lead to deliver a full and inclusive curriculum
- To track and monitor students removals from lessons and consequences
- Implement, monitor and review interventions through the pastoral curriculum
- To communicate as appropriate, with parents and with persons or agencies outside the College concerned with the welfare of individual students
- To keep up-to-date records of all interactions and communicate them to appropriate College staff, maintaining confidentiality
- To represent the College as appropriate at multi-agency meetings
- To contribute to the development and implementation of College policies and procedures and ensure that individual students are familiar with and understand those that affect them
- To manage activities that support parents and families with the upbringing of teenagers and help resolve parental/carers' concerns
- To assist with the deployment of all external mental health support workers.
- To resolve problems and conflict experienced by students, liaising with College staff and other agencies as required
- To undertake the completion of all EHA in accordance with the identified needs of individuals and families after information has been gathered from all stake holders
- Co-ordinate arrangements for appropriate interventions to ensure students attend

and achieve well in College

### **3. Communications and Liaison**

- ◊ To maintain effective communications with parents formally and as required, informally, ensuring that all enquires are addressed within the College day
- ◊ To maintain effective communications with the Heads and Deputy Heads of House ensuring swift and effective interventions as appropriate
- ◊ To ensure that Heads and Deputy Heads of House, tutors and other relevant staff are informed of any issues of concern relating to individual students

- To coordinate all information received from staff, parents and outside agencies regarding individual students and ensure that it is appropriately disseminated and actioned
- To liaise with the SLT regarding any student requiring referral to the Locality Team
- To contribute to the introduction of new students and their parents to the College
- To support the Family Support Worker with early intervention where necessary
- To promote the College at induction evenings for new parents

## **5. Safeguarding**

- Be a designated Safeguarding Lead on site
- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust
- Report any concerns in accordance with the Trust's safeguarding/Child protection policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## **6. Signatures**

Post Holder: ..... Date: .....