



Job Description – Acting Post-16 Pastoral Leader

Overall Purpose

The Acting Post-16 Pastoral Leader is a pivotal role, working closely with the Head of Sixth Form and Assistant Head of Year to ensure the seamless operation of our Sixth Form provision.

This dynamic position combines all aspects of pastoral leadership, with responsibility for Post 16 attendance, behaviour and wellbeing. The main focus of the role is to remove barriers to learning and achievement, to ensure that all pupils achieve their full potential. The successful candidate will require highly effective relationships with pupils, staff and parents, high levels of organisation and time management, alongside emotional intelligence, and empathy for student welfare and achievement.

In addition, the role extends to supporting our Year 11 recruitment and Year 13 progression process, including shortlisting and interviewing prospective Year 11 pupils, supporting with Year 13 university applications, and attending results days to ensure the successful recruitment and progression of these cohorts.

With a commitment to confidentiality, discretion, and a passion for supporting student success, the Post-16 Pastoral Leader is an essential member of our Sixth Form team.

Main Duties and Responsibilities

To work closely with the Head of Sixth Form to ensure the smooth running of the day-to-day operation of the Sixth Form by providing high levels of pastoral and administrative support that cover attendance, behaviour and wellbeing. As a key member of the Sixth Form team your contribution will enable all pupils to achieve high levels of academic success.

Pastoral Support

- To support all aspects of Post-16 pastoral care (attendance, behaviour and wellbeing) within the Sixth Form.
- To provide individual pastoral support to pupils where needed, offering guidance and assistance in resolving personal and academic issues.
- To conduct regular check-ins with key pupils to assess their pastoral needs and address any concerns they may have.
- To maintain accurate and up to date records for each individual pupil and provide relevant information and reports for members of staff, parents and other agencies as appropriate e.g. via CPOMS, SIMS and ClassCharts.
- To devise and implement appropriate interventions to support the pastoral progress of pupils within the Sixth Form.
- To design with the Head of Post 16 appropriate interventions to support the academic progress of pupils within the Sixth Form.
- To support with the organisation of Sixth Form assemblies.
- To coordinate and oversee the Sixth Form Student Leadership Team, including the organisation of the Year 13 Prom.

- To attend school events relevant to the role (e.g. results days, Sixth Form open evening).
- To contribute to wider Sixth Form life, including student recruitment, promotional events and UCAS application checks.
- To support the Sixth Form team in the running and organisation of enrichment and mentor meetings.

Behaviour

- To implement and enforce Sixth Form behavioural policies and procedures, ensuring a safe and respectful learning environment for all pupils.
- To address and manage instances of misconduct or behavioural issues effectively and in accordance with school policies.
- To work collaboratively with staff and parents to develop strategies for improving pupil behaviour and fostering a positive school culture.

Attendance

- To work with the Sixth Form Team to monitor pupil attendance records closely, identifying patterns of absence and intervening as necessary to support pupils in improving their attendance.
- To communicate with parents and guardians regarding attendance concerns, providing support and guidance on strategies for improving attendance.
- To collaborate with relevant stakeholders to implement interventions aimed at reducing absenteeism and promoting regular attendance.

Pupil Wellbeing

- To establish and maintain positive relationships with key pupils, acting as a trusted mentor and advocate for their wellbeing.
- To promote pupil wellbeing through the organisation and implementation of initiatives aimed at supporting pupils' social, emotional, and mental health needs.
- To provide access to appropriate support services and resources for pupils experiencing difficulties related to wellbeing.
- To collaborate with external agencies and community organisations to enhance the availability of support services for pupils.
- To work closely with the Sixth Form team to support pupils experiencing issues outside school.
- To ensure all child protection and safeguarding policies are implemented appropriately under the direction and guidance of the DSL.

Communication

- To meet regularly with the Head of Sixth Form to maximise the effectiveness of Sixth Form pastoral support.
- To provide information as appropriate to the Headteacher and members of the Senior Leadership Team.
- To provide information as required to external agencies as required to support pupils within the year groups (i.e. universities).
- To liaise with staff, pupils and parents as appropriate to ensure efficient running of the school, effective communication and prompt responses in relation to individual matters.
- To liaise effectively with Careers Advisor and other outside agencies as appropriate.
- To take a lead role in the on-going evaluation and monitoring of the year groups pastoral progress and report to the SLT and Governors as required.

Person Specification

Professional Qualifications and Experience	Essential	Desirable
Education up to degree level	X	
Recent child protection training/qualification		X
Recent leadership training		X
Skills, Abilities and Knowledge		
Proven ability to build working relationships with Post 16 pupils	X	
Evidence of understanding young people's emotional and educational needs	X	
Experience of working on own initiative and making decisions	X	
Ability to work effectively as a member of a team	X	
Ability to use ICT for recording, monitoring and reporting	X	
Ability to maintain a sense of proportion and a calm response to situations	X	
Capability to prioritise and show flexibility with issues as they arise	X	
A good understanding of basic safeguarding and child protection practice	X	
Sound knowledge of working practices of a Sixth Form	X	
Good numerical and written communication skills	X	
Excellent organisational skills and a flexible approach to work, with the ability to manage own workload, prioritise tasks and meet deadlines	X	
Knowledge and understand of UCAS process	X	
Knowledge and understanding of Level 2 and Level 3 qualifications	X	
Values and Qualities		
An awareness of, and responsiveness to, the needs of pupils in the 16-19 age range and the ability to form good relationships with them and act as a role model	X	
Good communication and interpersonal skills with staff and outside agencies	X	
Ability and aptitude to work with senior members of staff and to adopt a strategic approach to problem solving	X	
Respect for confidentiality when required	X	
Creative thinking in response to overcoming problems	X	
A commitment to personal development and training	X	
A commitment to equality of rights and opportunities	X	

Further Information

Bellerive FCJ Catholic College was opened in 1844 by the Faithful Companions of Jesus, founded by Marie Madeleine; it is part of a wider community of FCJ Schools in England and Jersey who share a Vision Statement and Six Values: Companionship, Dignity, Excellence, Gentleness, Hope, Justice. Pupils are encouraged and supported to live these values in their daily encounters and by being involved in social justice projects.

Bellerive FCJ is a vibrant learning community where pupils and staff learn and thrive together. The ethos of personal and academic excellence prepares our pupils to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. Our pupils are provided with a challenging, broad and balanced curriculum, which recognises the importance of creativity and the arts.

Bellerive's academic results reflect our tradition of achievement, the pupils' high levels of ambition, parental support, as well as the challenging teaching and dedication of our staff. The vast majority of our pupils are accepted at their first choice university including Oxbridge, reading a wide variety of subjects.

December 2024