

JOB DESCRIPTION

1	Name of organisation	<i>ESM International school EI</i>
2	Name of unit	<i>Academics</i>
3	Job title	<i>Head of Pastoral</i>
4	Job holder's immediate superiors or reports to	<i>SAT Members, SLT Members, Deputy Head, Director</i>

Head of Pastoral

The Head of Pastoral is a member of the Middle Leaders team, reports directly to the organisational leadership team and provides support to all teachers within their department.

The roles and responsibilities below are in addition to those outlined in the Teacher Job Description.

1. The Head of Pastoral is responsible for the quality of pastoral care, behaviour and general well-being of pupils across the relevant School.
2. The Head of Pastoral is to build an ethos which secures a caring and positive environment in which all can reach their potential.
3. The Head of Pastoral is responsible for keeping the relevant School Head fully informed of all matters relating to the pastoral care of pupils and any liaison with the parents.
4. The Head of Pastoral should liaise, as necessary, with staff on pastoral matters involving pupils across the relevant School.
5. The Head of Pastoral oversees communication with parents and staff on pastoral matters to enable them to support pupils, and the School as a whole, in line with the School's policies.
6. The Head of Pastoral is to monitor and review systems and policies which promote good behaviour across the relevant school.
7. The Head of Pastoral is to ensure that the School's anti-bullying policy, procedures are supported and followed by all staff.
8. The Head of Pastoral oversees the implementation of, and to review as required, the School's Rewards (House) policy in consultation, keeping the School Head fully informed of recommendations.
9. The Head of Pastoral is responsible for ensuring a well established and varied Enrichment Programme accessible by all pupils.
10. The Head of Pastoral should convene and chair such meetings as may be necessary to facilitate items listed above, recording the minutes of meetings, circulating them as appropriate and saving them to a folder on the School's shared network drive.
11. The Head of Pastoral oversees, along with the Head of School, the lunch-time routine, the conduct of pupils, lunchtime arrangements and activities in the classrooms.
12. The Head of Pastoral is to work closely with the Head of School, contribute to the induction programme for new Form Teachers and ensure School policies are followed.

13. The Head of Pastoral is a member of ESM's Middle Leadership Team and contributes to the School's Professional Development programme through observation and monitoring.
14. The Head of Pastoral is to liaise with the Head of School, Academic Coordinator and Designated Safeguarding Lead regarding any pastoral and academic matters to support individual pupil progress.
15. The Head of Pastoral works, in collaboration with the Head of School, in some aspects of running the annual ESM scholarship programme.
16. The Head of Pastoral teaches a partial timetable, no more than 12 teaching periods, leaving time and space for management and administration.
17. The Head of Pastoral, along with the Head of School, should carry out timely reviews of all policies related to the Pastoral Care and well-being of pupils.
18. The Head of Pastoral demonstrates a commitment to teamwork, good order and maintaining a happy ship.