

Pastoral Leader

ACS Job Description

Current Pastoral Areas

Primary School

- Year NE – 2 Whanau Teachers
- Year 3-6

Middle School

- Year 7-10 Ruth Richardson

KEY OBJECTIVE: To provide a high-quality example of Christ-centered pastoral care and conduct or co-ordinate Level One pastoral interventions, to ensure the pastoral care of all students in your area.

Key Tasks	Outcomes
<i>NOTE: This list is not exclusive, staff carrying this leadership responsibility are expected to carry out all tasks that support best practice</i>	
1. Develop all areas of responsibility from a Christian worldview.	<ul style="list-style-type: none"> • Evidence of an articulated biblical basis or worldview in all initiatives
2. Carry out delegated responsibilities	<ul style="list-style-type: none"> • All duties carried with faithfulness and integrity
3. Build key relationships with staff, pupils, and families	<ul style="list-style-type: none"> • All stakeholders will feel heard when involved with a pastoral issue • Intervention will often be proactive rather than reactive • Timely involvement in pastoral issues
4. Provide support to whanau teachers regarding behaviour issues (both questions and referrals)	<ul style="list-style-type: none"> • Positive behaviour and work is celebrated often • Teachers are supported in dealing with difficult or challenging situations with pupils or families • The behavioural and confidentiality flow chart is followed for pastoral and behavioural issues • Any contact/discussions are added to a detailed historical record
5. Attend all pastoral meetings	<ul style="list-style-type: none"> • Information regarding pastoral issues is prepared in advance for the meeting in your area of the school • Identification is made of threads across families and there is provision for mutual support and sharing of issues/responses • A watching and working/awareness brief for pupils on the AA list is maintained
6. Monitor attendance weekly	<ul style="list-style-type: none"> • Attendance is complete for all year levels • Staff are supported to manage and complete their rolls accurately and in a timely manner • Where attendance issues are not being addressed (by families) referral is made up to the Head of School • Where attendance issues are not being addressed (by staff), referral is made up to SLT with responsibility for attendance • Attendance data is analysed for absence patterns and truancy

7. Maintain personal well-being	<ul style="list-style-type: none"> • On-going personal relationship with Christ is evident • Positive work-life balance • Personal organisation
8. Develop your own skills and practice as a leader	<ul style="list-style-type: none"> • Appropriate PLD and mentoring is attended, when opportunity is provided by the school • Personal reflections are made around the leadership aspect of your role

Reports to:

Direct up: Pastoral Admin, Head of School, then Deputy Principal, Principal

Horizontal reports: Learning Community Leaders, Pastoral Leaders

Liaise with: Counsellor, Maori Lead, ESOL Lead, SENCO, Fostering Strengths Lead, International Dean

Reported to by: whanau teachers in your team