HALE SCHOOL

JOB DESCRIPTION

Date	**July 2026**
Position Title	**Pastoral Care Leader – Year 7**
Reports to	**Deputy Head of Senior School (Years 7 – 9)**

Summary

The Pastoral Care Leader (PCL) is the primary coordinator and key provider of pastoral care services to boys in Year 7. The Pastoral Care Leaders work as part of a broader pastoral care team which includes School Psychologists, the School Chaplain, other Pastoral Care Leaders, teaching team members, the Deputy Head of Senior School (Years 7 – 9) and the Director of Students and Leadership.

Because of the close relationships developed with boys and their parents, the role of the PCL can be very rewarding. However, at the same time it can on occasion be demanding and require additional time resources and energy. At all times the role involves wise judgement, effective leadership, and communication and thoughtful collaboration.

The success of a boy's transition into the School is very much dependent on the vitality, professionalism and vocation of the Pastoral Care Leaders.

Responsibilities

Develop effective and meaningful relationships with boys that facilitate the core values and Anglican tradition of the School by:

- Being accessible
- Demonstrating care, empathy and interest
- Monitoring and assisting them in their educational and social emotional growth

Display Educational Leadership by:

- Enabling effective pastoral care strategies for boys
- Developing, planning and facilitating effective behaviour management responses
- Supporting educational plans and being responsive to the boy's academic supervision
- Facilitating case conferences and collaborative practices
- Enabling and embedding all parts of the Pastoral Care Curriculum
-

Effectively coordinating, responding to and where necessary initiating communication with boys, staff and parents by:

- Conducting parent/teacher interviews
- Writing Pastoral Care Reports
- Communicating information between the student's teaching team and parents
- Ensuring effective feedback to parents of our boarding students

Pastoral Care and Behaviour Management

- Provide a caring environment which promotes the spiritual, physical, emotional, social and intellectual wellbeing of all students.
- Be aware of the processes and philosophy underlying the Student Behaviour Management Policy and follow the guidelines for practice.
- Implement responsive behaviour management strategies which aid learning and develop the Hale School learning dispositions.
- Respect confidentiality always.
- Apply strategies and classroom recommendations outlined in any external assessments provided by authorised professionals.
- If necessary, participate in case conferences and team-teaching meetings regarding individual students.
- Support the School's pastoral care program.

Duty of Care

- At all times, ensure that reasonable care of students is undertaken.
- Care or provide for the care of students whilst students are involved in school activities or present for school activities.
- Work in accordance with all School Policies and Procedures but particularly the School's Duty of Care for Students, Mandatory Reporting and Child Protection, Staff Conduct and Discipline, Attendance, Missing Person, Excursion, Pastoral Care Processes and Student Behavior Management Policies and Procedures.

Professional Practice

- Understand and employ all School policies pertaining to teaching at Hale School.
- Maintain supportive and professional relationships in an environment that is conducive to working effectively and efficiently and in a manner that reflects the values of the School.
- Maintain emotional objectivity and professional distance.
- Ensure that communication, either via email, phone or written correspondence reflect objective professional views and are conveyed in a balanced professional manner.
- Assist in maintaining safe, tidy, well-organised teaching spaces and surrounds.
- Understand procedures relating to evacuation, lockdown and emergency management in their work area.
- Maintain appropriate and professional attire and appearance.
- Be punctual and appropriately prepared for all professional responsibilities.
- Ensure that absentees are completed on time and recorded accurately.
- Complete all ground duties as required.
- Engage in collaborative work practices.
- Support your colleagues in fulfilling their leadership and administrative roles.
- Attend staff meetings, briefings, assemblies, and professional learning activities.
- Participate in the School community by attending School functions.
- Represent Hale School in a positive and professional manner.
- Always demonstrate the highest possible professional standards.
- Always act in a manner that supports the School's values, ethos and Anglican heritage.
- Undertake any other duties that may from time to time be required by Hale School.

Other

- Engage in Professional Learning opportunities to assist in this role
- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework

- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Conduct of Conduct for All Staff, Staff Code of Ethics, Emergency and Critical Incident Management Guidelines, Plans, Policies and Procedures

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies.
- Maintain an up to date and valid Working with Children Check
- If appropriate meet professional standards for teachers and maintain teacher registration and,
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.