

JOB DESCRIPTION

POST TITLE: Pastoral Manager

CONDITIONS OF SERVICE: NJC

PURPOSE OF POST:

Pastoral Managers enable all students in their care to develop personal excellence and a sense of pride in both the year group and the school. They play a very important part in the creation of a positive ethos and in fostering productive home-school links. They are responsible for maintaining high standards of attendance and behaviour, ensuring that students in their year group comply with the schools' expectations as set out in the Behaviour for Learning Policy. They take responsibility for a year group within the school in respect of all welfare and behavioural issues and support a team of Form Tutors to facilitate this. They are responsible for the administrative functions required to ensure effective and excellent pastoral care

ORGANISATIONAL RELATIONSHIPS:

Responsible to: Deputy Headteacher
Headteacher
Governing Body

Reports to: Head of Year
SLT

MAIN DUTIES AND RESPONSIBILITIES

1. To assist with pastoral meetings alongside the Head of Year and encourage a team ethos with Form Tutors.
2. To support and monitor the work of Form Tutors in respect of all pastoral matters.
3. To support and lead assemblies for the year group in liaison with the Head of Year and designated member of the Senior Leadership Team.
4. Actively support the implementation of the School's rules and pastoral routines within Form Time including support over uniform checking, rewards and sanctions, parental communications alongside the HOY.
5. To take a lead in managing behaviour in the year group and coordinate appropriate interventions designed to improve the students' behaviour, attendance or punctuality.



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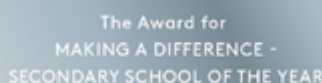
SILVER AWARD



6. To attend all relevant Student Support Meetings and provide the relevant information for students on referral and for review as requested
7. Liaise with outside agencies to secure the appropriate interventions and support for students and families where necessary
8. To attend all PSP, PEP and LAC review meetings as appropriate for students in their year group and provide the relevant information from the school to other agencies.
9. To manage behaviour incidents in accordance with school's Behaviour Policy and attend all readmission meetings following fixed term exclusions.
10. To prepare the correct documentation for all exclusions, ensuring national and local guidelines are adhered to.
11. To maintain students' individual paper and electronic files with appropriate records such as: admission forms, medical needs, behaviour log, record of support or interventions, copies of PSPs, PEPs, IEPs where appropriate, attendance record and progress trackers.
12. To be available for students in the year group throughout the day and particularly before the start and at the end of the school day, at break, lunchtime and in Form Time.
13. To liaise with individual teachers and departments in relation to the behaviour, attendance and punctuality and well-being of individuals and groups of students.
14. To support the preparation and implementation of Parents Evenings and other year related events.
15. To be the first port of call for parents in relation to student behaviour, attendance and well-being.
16. To be an exemplary leader in dealings with staff, parents, students and outside agencies.
17. To report about issues relating to the year group and Form Tutors at line management meetings and discuss appropriate actions to be taken.
18. To monitor and support students and encourage positive attitudes and behaviour in and around School.
19. To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the year group, in liaison with the Attendance Administrator, Form Tutors, Head of Year and the EWO service.
20. To liaise with outside agencies as appropriate including assisting with the preparation of reports of various kinds.
21. To encourage students to become more actively involved in school life including extracurricular activities charity and community work.
22. To attend training and personal review that is identified as professional development.
23. Assist in First Aid duties.
24. To operate as the Designated Safeguarding Officer for their year group.
25. Attend meetings and support with administration as and when required.

General Overview:

- To take part in the approved school's performance review process.



SILVER AWARD



- The post holder will be expected to undertake such tasks, which are commensurate with the position at the direction of the Headteacher.
- To support the Governing Body in its whole-hearted adoption of the School's Policies and Aims

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.



Pastoral Support Manager Person Specification

1. Qualifications:

- a. GCSE or Equivalent in English and Maths*
- b. Fluency or qualification in one or more of the languages of the school community

2. Experience:

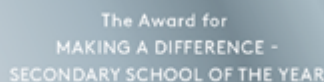
- a. Experience of Child Protection, exclusion and safeguarding policies and procedures*
- b. Experience of use of Bromcom or other school management system *
- c. Experience of and ability to monitor attendance and punctuality of students*
- d. Experience and evidence of managing, monitoring and positively intervening in respect of student behaviour*
- e. Successful experience in organisation, planning and record-keeping*
- f. Successful experience of organising, developing and motivating staff

3. Knowledge, Skills and Abilities:

- a. Excellent communication and interpersonal skills*
- b. Excellent literacy and numeracy skills*
- c. Effective management and organisational skills
- d. Planning and prioritising own workload and managing conflicting demands*
- e. Ability to cope with periods of pressure, work flexibly and proactively address issues*
- f. Ability to establish and maintain effective administrative systems*
- g. The ability to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgement*
- h. Ability to provide good leadership, manage a team of staff while maintaining a high standard of professionalism
- i. Ability to quickly establish positive working relationships with a wide range of people from within and outside the school*
- j. Ability to enhance the personal and social development of students and promote their well-being
- k. Trained/willing to be trained as both a First Aider and Mental Health First Aider

4. Commitment:

- a. To support the Governing Body in its whole-hearted adoption of the School's aims and policies*



- b. To provide a welcoming and friendly reception for anyone making contact with the school*

*** Essential Criteria**

There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.



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