**Job Description**

**POST:** Pastoral and Attendance Manager

**RESPONSIBLE TO:** Principal, Assistant Principal.

**KEY RELATIONSHIPS:** Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff

**SALARY:** SCP 25 – 29

**LOCATION:** Oasis Academy Leesbrook (temporary site at Middleton Road until 2020, then move to permanent site)

**WORKING PATTERN:** 37 hours – Term time (8.00 – 4.00) + one week (40 weeks)

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE:**

The post holder will take responsibility for the pastoral welfare of students in the Academy and ensure effective communication with the families of these students, to engage them as key stakeholders in their child’s educational experience. The Pastoral Leader will ensure all students are attending school and ensure that all Academy procedures relating to attendance and punctuality are addressed.

**SPECIFIC RESPONSIBILITIES:**

**Accountabilities – Specific**

**Attendance and Punctuality**

* Day to day responsibility for the attendance and punctuality of students within the Academy
* Ensure that all Academy procedures relating to attendance and punctuality are followed-use of SOL
* Communicate attendance and punctuality concerns to parents and carers working with them and appropriate agencies to ensure improvement.
* Liaise with and organise support as require with external agencies and partners
* Ensure appropriate arrangements are made for students who are unwell or who have accidents during the Academy year e.g. appropriate work sent home.

**Uniform and Equipment**

* Day to day responsibility for the uniform and equipment of students, including liaising with parents as appropriate
* Working with tutors and the Director of Progress and Enrichment regularly monitor student planners and equipment.

**Communication**

* Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions, including the use of standard letters.
* Respond to parental enquiries and follow up, logging date, time, reason, and action.
* Ensure all student records are kept up to date and that relevant information is disseminated to staff.
* Assist with the preparation of student reports and liaise with admin/clerical team in the production of all student assessment data and standard/general letters home.
* Provide effective liaison with relevant outside agencies

**Academy – General**

* Carry out student supervision duties immediately before and after the Academy day, and at break and lunchtimes
* Participate in Pastoral Team meetings and other meetings relevant to the year group
* Participate in annual reviews of performance providing clear evidence of impact
* Work with the SEN Lead to best support those students with SEN and/or EHCPs.
* Participate in training as appropriate
* Ensure all appropriate information and communications are disseminated to appropriate staff
* Take initial responsibility for Child Protection matters in the year group working with the Designated Officers for Safeguarding.
* Work as Deputy Designated Safeguarding Officer with another member of staff
* Oversee and implement the Academy policies such as anti-bullying, PREVENT, inclusion and E-Safety.
* Prepare and collate reports for case conferences, core group and other multi agency meetings in which you may have to attend
* Take responsibility for a specified task across the Academy, as agreed with the Principal
* Become a part of the Academy’s first aid team (training provided)
* Assist with the transition of students from primaries
* Support Head of Year in identifying students at risk of under-achievement and inconsistent progress

**Safeguarding and Child Protection Responsibilities**

* Liaise with Oldham Children’s Services to access services and support for our families.
* To refer cases of suspected abuse or allegation to Children and Young People’s safeguarding services MASH Team.
* Act as a source of support, advice and expertise within school when deciding whether or not to make a referral.
* Ensure that appropriate support is provided to children subject to Child Protection Plans or other Social Care involvement.
* Attend Safeguarding Meetings (i.e. CP Reviews, Child In Need Meetings etc…) and complete follow up reports on CPOMS.
* Oversee CPOMS and respond in relevant timeframes to safeguarding concerns.

**Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

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| --- | --- | --- | --- |
| **Employee:** | | **Line Manager:** | |
|  | |  | |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

**Pastoral Leader**

**Person Specification**

**Our Purpose**

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a ‘can do’ culture which nurtures confident and competent people.

**Oasis Ethos**

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Numeracy, literacy and ICT skills equivalent to Level 2 or above. * Relevant professional training or development. | * First Aid Training. |
| **Experience, Skills and Knowledge** | * Working with or caring for children of relevant age. * Collaborative and supportive work with colleagues within the organisation. * Basic understanding of child development and how children learn. * Ability to relate well to young people and adult. * Good oral and written communication skills. * Good listening skills. * ICT skills appropriate to the role, including audio visual and copying equipment. * Effective time management. * Effective and efficient organisation and administrative skills. * Committed to continual personal and professional development. | * Collaborative and supportive work with parents. * Understanding of relevant policies/code of practice and awareness of relevant legislation. * General understanding of the national curriculum and other learning programmes and strategies (e.g. literacy and numeracy) * Experience of working with local children’s services and/or in schools. * Experience of working with vulnerable students. * Experience of using systems such as CPOMs. |
| **Personal Qualities** | * Commitment to safeguarding and promoting the welfare of children and young people. * Willingness to undergo appropriate checks, including enhanced DBS checks. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. * Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. * A commitment to maximising the academic, personal, social and emotional development of all students. * Work constructively as part of a team. * Willing to work within organisational procedures, processes and to meet required standards for the role. * Be resilient and demonstrate ability to work well under pressure. * Able to adopt a flexible working practice. * Excellent record of attendance and punctuality. |  |