

# Job Description Whitley Academy



**Job Title: Pastoral support and Progress Manager**

**Grade: 5**

**Line Manager: Team Leader Pastoral Support and Progress**

**Location: Whitley Academy**

## Job Purpose:

Working as a member of the Learning Support team with the students in your year-group cohort;

- Manage the day-to-day organisation of student behaviour support strategies,
- Work with individual young people who are at risk of exclusion or have attendance issues.
- Encourage and support young people by raising self-esteem and achievement,
- Help manage all aspects of student behaviour,
- Co-ordinate multi-agency planning and
- Deliver Learning Support activities to students.

## Duties and Responsibilities:

Working in a pastoral team you will offer pastoral support and guidance to tutor group(s) including tracking rewards, behaviour, and attendance of your year group. When issues arise in liaison with parents and appropriate staff at school you will set targets for improvement. You will also, through our data systems monitor academic progress of the year group and set appropriate targets for student improvement.

### In outline -

- To have responsibility for the pastoral support of a Year Group cohort including monitoring and supporting the overall progress and development of all students in the year.
- To help identify student underachievement, through liaison with the SLG link to implement and monitor appropriate strategies and actions to address and improve attainment.
- To work alongside lead tutors and support a team of Form Tutors ensuring a consistency of approach to all school pastoral policies and procedures.
- To identify students in need of support and develop, implement and monitor their progress through mentoring.
- To promote and develop a positive culture and ethos for the Year Group that praises and celebrates student progress, both academic and pastoral.
- In consultation with the appropriate member of SLG, monitor and manage student referrals in your year-group to 'the Base' and appropriate external agencies.
- To contribute to the effective transition of students from Primary School and/ or to College or other schools to ensure wellbeing.
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Principal. (Each post will be allocated specific work relevant to that year group.)

### In detail -

- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.
- To monitor and support the overall progress and development of students within the Year Group.
- Analyse student behaviour and progress data, identify under performance, and contribute to planning appropriate interventions and monitor their impact.

- Identify students that need additional support.
- To raise concerns with the SENCO and ensure SEN students receive the appropriate support.
- To manage, plan and oversee suitable support packages for students in their reintegration to school following a period of exclusion/absence.
- To help to monitor student behaviour and attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken.
- To manage students on a day to day basis who are on report.
- To work with students and families in re-admission planning following minor fixed term exclusions.
- To liaise regularly with the SLG link to support academic progression.
- To liaise with year group lead tutor to support a team of tutors ensuring consistency in approach to all school policies.
- To develop a positive culture and ethos for the Year group using praise and rewards to celebrate achievement.
- Provide continuous support to students to enable them to access and maintain their education.
- Follow the school's disciplinary and reward systems.
- Support out of hours functions/events such as exam results day and summer schools.
- To support school detentions as appropriate.
- To ensure the maintenance of accurate and up-to-date information concerning the Year group on the management information system is communicated effectively within School.
- Liaise with the SLG link and Curriculum Leaders to ensure that progress data is up to date and that it is acted upon.
- To ensure high standards of professional appearance in line with the school's dress code
- To ensure effective communication as appropriate with the parents/carers of students.
- Prepare relevant documentation for Governor Meetings, attendance meetings, case conferences, student reviews etc.
- To assist in cross phase liaison as appropriate.
- To play a full part in the life of the school community, to support its ethos and to encourage students to follow this example.
- To actively engage in the staff review and development process.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

**Date Reviewed:** June 2018