

## Job Description & Person Specification

Location:	Scarborough UTC
Post Title:	Pastoral Manager

**Salary:** £18,000

**Hours:** 37.5 per week

**Contract type:** Permanent

**Responsible to:** Assistant Principal

### Introduction

We are looking to appoint a inspirational Pastoral Manager to join us and become a part of our dedicated and passionate team of staff. The role will be to oversee the pastoral and academic progress of students across one or more year groups in the UTC. The role is best described as a 'non-teaching head of year role' and is pivotal to the success of our students and it is therefore essential that we get the right person for the role who is able to work with our talented and increasingly successful student body.

### Qualifications

- Maths and English Grade C or above
- Relevant professional qualifications

## **Principal responsibilities**


- 1.1 To provide pastoral support for students across one or more year groups.
- 1.2 To work with teachers, senior staff and support staff to ensure that students are successful, confident and happy.
- 1.3 To ensure that students follow the UTC's high expectations, both in and out of the classroom.
- 1.4 To participate in the transition processes and procedures from both key stages and year groups.
- 1.5 To establish and maintain positive relationships with parents.
- 1.6 To work closely with the Personal Development, Behaviour and Welfare team to ensure that the educational, emotional and social needs of students, particularly disadvantaged and vulnerable students are met.
- 1.7 To make sure that students' experiences reflect our ambition for a happy, purposeful school where all students are active participants in their own learning.
- 1.8 To contribute to PHSE activities.
- 1.9 To monitor students' academic progress and to ensure that effective educational/pastoral interventions are put in place to enable all students to be successful.
- 1.10 To contribute to Student Voice and ensure that the year group(s) are well represented.
- 1.11 To maintain discipline in accordance with the UTC's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
- 1.12 To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
- 1.13 To act as a Cover Supervisor if required.
- 1.14 To contribute to the area development plan and implementation.
- 1.15 To contribute to educational enhancement activities.
- 1.16 To contribute to the whole school's planning activities.
- 1.17 To help to implement school quality procedures and to adhere to those.
- 1.18 To contribute to the process of monitoring and evaluation of the faculty/subject area in line with school procedures.
- 1.19 To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.
- 1.20 Undertake other relevant and appropriate training during contracted hours, as identified and agreed with the line manager.

## **General responsibilities**

- 2.1 Model the highest professional standards to students in all aspects of the role, maintaining a visible presence around Scarborough UTC and leading by example.
- 2.2 Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure outstanding outcomes for Scarborough UTC.
- 2.3 Be committed to the UTC's ICT Vision, under which the use of ICT will be at the heart of teaching, learning and assessment.
- 2.4 Be prepared to work collaboratively being flexible and interested in other areas of Scarborough UTC.
- 2.5 Contribute to the marketing and student recruitment events of the UTC.
- 2.6 Be fully aware of, understand and act upon the duties and responsibilities arising from legislation and guidance in relation to child protection and safeguarding.
- 2.7 Undertake other such duties as are commensurate with the post and which may reasonably be required by the Principal or your Line Manager.

## Person Specification

Requirements	Essential	Desirable
Pastoral experience of working with students in the 14-19 age group	✓	
Experience of working with colleagues in other teams or from other institutions	✓	
Experience in meeting the needs of vulnerable or disadvantaged students	✓	
Ability to relate well to young people and adults, and to work constructively as part of a diverse team	✓	
Good literacy, numeracy and ICT skills.	✓	
Demonstrable commitment to equal opportunities and to ensuring every young person is given the support they need to fulfil their potential.	✓	
An understanding of the UTC's specialisms: engineering, computer science and the world of digital technology	✓	
Understanding of relevant policies/code of practice and awareness of relevant legislation.	✓	
Basic understanding of child/adolescent development and learning	✓	
First aid training.		✓
An enthusiasm for learning and teaching and the capacity to motivate and inspire pupils.	✓	
A commitment to your own continuing professional development.	✓	
Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school.	✓	
Demonstrable commitment to all UTC policies, including a commitment to the protection and safeguarding of children and young people.	✓	
Willingness to contribute to whole school initiatives and to support teaching staff and the senior leadership team in managing the operational processes of the school.	✓	

<b>Last review date:</b>	January 2018
<b>Next review date:</b>	July 2018
<b>Signed by Principal</b>	
<b>Date:</b>	22 January 2018