

BATLEY GIRLS' HIGH SCHOOL

JOB DESCRIPTION

POST HOLDER

TITLE OF POST	Pastoral Manager
SALARY GRADE	Grade 8
LINE MANAGER	Relevant Key Stage Leader

SPECIFIC RESPONSIBILITIES

- To monitor behaviour, emotional and social issues within relevant year group and support positive interventions when necessary
- To monitor attendance and truancy issues and devise and implement intervention strategies to improve these areas and ensure 97% minimum is achieved.
- To identify personal issues that are affecting students' performance at school and share this information with relevant staff in order to help the student achieve their full potential academically (ANTs meetings)
- To create and personalise behaviour reports and monitor their success
- To promote a positive ethos within the year group linked to the Student Charter
- To work to raise the self-esteem of all students in year group where appropriate, working closely with student wellbeing team.
- To act as a key worker for students as and when appropriate
- To provide clear guiding principles and strategies for teaching staff in order to manage students behaviour and to minimise opportunities for poor behaviour during social time and lessons
- To review, create and implement (with Governor's approval) improved school pastoral policies
- To drive forward innovation within the pastoral team
- To identify and adopt best practice across the school in all areas of pastoral care
- To articulate and support the school rules and dress codes with all students and their parents

- To be the first point of contact for parents / carers
- To investigate incidence and issues as they arise, to support all parties in reaching a positive outcome

INTER-AGENCY WORKING

- To initiate contact with other agencies on behalf of the school and parent/carers and to liaise with all parties on a regular basis
- To represent the school when requested at multi-agency or other professional meetings
- To ensure the maintenance of accurate and up to date student information on schools management information system and own pupil filing records

STUDENT THE STUDENT EXCLUSION PROCESS

- To assist SLT when required to present the cases before the governors
- Ensure sufficient and appropriate work is made available to parents during a student's exclusion

ADMINISTRATION

- To ensure that information for student database is accurate
- To check attendance data and alert Key Stage Leader and form tutors of issues
- To create behaviour reports and detention lists
- To generate paperwork to support transition

Additional Information

To undertake any such duties commensurate with the post as directed by the CEO/Co-Head.

The post holder is required to uphold and promote the Trust's policy on Data Protection, being mindful of their responsibilities under the act in processing personal data and of the implications of unauthorised disclosure.

As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.

This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated Activity.