

**PASTORAL MANAGER  
JOB DESCRIPTION**

**Post:** Pastoral Manager

**Responsible to:** Deputy Headteacher

**Liaising with:** Parents, Teachers, Support staff, SLT and External Agencies.

**Purpose:**To provide support and guidance to students and those who engage with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their potential.

**Key outcomes:**

* To develop the emotional intelligence and resilience of students to help them to cope and thrive.
* To support parents in identifying and removing barriers to learning and achievement.
* To provide in depth support therapeutic programmes which change behaviour and ensure that students can engage in learning with reduced or limited withdrawal.

**Main duties:**

* Work under agreed line management to deliver a specialist pastoral support service bridging learning and pastoral support for students and those engaged with them, in order to remove barriers to learning and raise standards.
* To carry and manage a case load of students and offer timetabled support to individual students throughout the academy.
* To develop and maintain effect and supportive relationships with students and their families.
* To provide a complementary service throughout the academy that enhances and extends existing provision in order to support learning, participation and encourage social inclusion.
* To work within an extended range of networks and partnerships to broker support and learning opportunities and improve the quality of service to all students.
* Establish referral procedures and criteria for pastoral support and for providing comprehensive assessments of their personal, social and emotional needs.
* To manage and be responsible for a caseload of individual students including those with complex and challenging needs. Innovate and deliver effective, alternative programmes to raise motivation, aspirations and develop positive behaviours.
* Develop and implement individual plans that challenge inappropriate behaviour.
* To manage centralised detentions
* Ensure the speedy and effective transfer of information within and across educational establishments and settings.
* Monitor and evaluate the effectiveness of planned activities and the level of participation of those who take part in the programmes.
* Oversee the coordination of the inclusion/student support centre
* To contribute to tracking the academic progress of those students who receive support and gauge the impact of support given.

**General Accountabilities**

* So far as reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, departmental policies and code of practice.
* Work in compliance with Codes of Conduct, Regulation and policies of West Walsall E-ACT Academy, and its commitment to equal opportunities and Equality Act (2010).
* Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
* To cover for absent colleagues as requested.
* To undertake other duties that the Headteacher of West Walsall E-ACT Academy may reasonably request.

**Organisation**

* To comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and GDPR, freedom of information and report all concerns to the appropriate person.
* To be aware of and support differences and ensure equal opportunities for all.
* To contribute to the development and implementation of the overall ethos/work/aims of the Academy.
* To develop positive relationships and communicate with other agencies/professionals.
* To develop constructive relationships and liaison between staff
* To develop learning relationships with parents/carers.