

# Job Description Whitley Academy



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

**Grade:** 4

**Line Manager:** Senior 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,
- Encourage and support young people by raising self-esteem and achievement,
- Help manage all aspects of student behaviour and
- Deliver Learning Support activities to students.

## Duties and Responsibilities:

Working in a pastoral team you will offer pastoral support 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 and set appropriate targets for student improvement.

### In outline -

- To identify students in need of support and through the Inclusion Manager and Learning Mentors develop, implement and monitor their progress.
- To promote and develop a positive culture and ethos for a group of students in KS3 and 4 that praises and celebrates student progress, both academic and pastoral.
- 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.

### In detail –

- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.
- To support the progress managers that hold responsibility for 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 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.
- Provide continuous support to students to enable them to access and maintain their education.
- Follow the school's disciplinary and reward systems.
- 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.
- 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.
- 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:** November 2017