

## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**

### **PASTORAL MANAGER (AAAE5240)**

**Scale 7, SCP 25 – 29 £23,111 to £26,470 per annum (£19,853 to £22,738 per annum actual salary)  
37 hours per week, 39 weeks per annum**

#### **JOB DESCRIPTION**

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**Responsible to:** Head of House / Deputy Headteacher

#### **Basic Job Purpose:**

Provide a complementary service to school staff and pupils which addresses the needs of individual and targeted groups of pupils in order to help improve self-esteem and raise standards of achievement. Consult and liaise with the schools concerned and relevant personnel in the LEA, particularly in the Education Welfare Service and Behaviour Support Team.

#### **Main Responsibilities:**

- Work alongside school staff to identify pupils who may be at risk of failure.
- Work with colleagues to monitor and review the needs of identified pupils.
- Establish and maintain supportive relationships with pupils with the clear aim of developing strategies which re-engage them with education in the wider sense.
- Contribute to the school's behaviour management system through the on call system, respond accordingly and work with pupils and staff to reintegrate pupils back into the classrooms.
- Organise the inclusion base and work with individual pupils and small groups of pupils to aid effective reintegration back into the classroom where appropriate.
- Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
- Within a framework prescribed by the school, prepare, plan and implement individual, group and some whole-class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
- Analyse, monitor and track individual pupil progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding individual Education and Behaviour Plans for pupils.
- Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
- Work directly with the pupils and their families to identify barriers to learning and establish a Personal Action Plan and a Pastoral Support Plan as appropriate.
- Monitor and review personal action plans and pastoral support plans, where in existence, and report on a regular basis to appropriate pastoral leaders.
- Attend relevant Teaching and Learning and Pastoral meetings to provide data and written progress reports which may be required.
- Liaise on a daily basis with Heads of House and carry out relevant duties as directed.
- Carry out relevant duties such as lesson changeover duties as required.
- Contribute to the First Aid provision of the school.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy, the job-holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.