**JOB DESCRIPTION for Pastoral Manager (NonTeaching Post)**

**Grade 7 Point 22 – 25 (£21,074.00 £23,111.00 per annum ) pro rata**

**Overview:**

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church’s educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Birmingham. The Head Teacher is the school’s leading professional.

**Job Purpose:**

To assist the school in improving Progress and Attainment by helping to meet individual behaviour, learning, attendance and welfare needs.

**Main Responsibilities/Accountabilities**

* Work with Heads of Year to ensure that appropriate induction and timetabling arrangements are made for all students arriving outside the normal Year 7 induction period.
* Receive and supervise students excluded from, or otherwise not working to, a normal timetable in isolation.
* Play an active part in the late-gate and uniform-checking rotas, ensuring students are not allowed into the main part of the school unless they are in correct uniform
* Be available for the whole of school break and lunchtimes at the Mediation Stations, ensuring that concerns are recorded and followed up in a timely manner
* Complete and report on all Safeguarding cases allocated by PR, including attending meetings as directed by PR
* Play an active part in the on-call system, being available one period a day to assist SLT who are on patrol
* Attend a team meeting after school once a week with PR
* Inform families, tutors, Heads of Year and other staff as soon as they need to know about an issue affecting a student, remembering to choose the appropriate method of communication

**Key Objectives**

1. Develop good relationships with students, staff and parents, based on trust, respect and support.
2. Development of knowledge base of all students and allow for early and effective interventions as required.
3. To liaise with all relevant staff in monitoring student achievement development and welfare.
4. To communicate with parents and other agencies when the welfare of an individual student is cause for concern.
5. To provide administrative support to the Head of Year .

**BEHAVIOUR**

1. To promote and maintain the expected standards of good behaviour.

**STUDENT DEVELOPMENT**

1. To retain and distribute appropriate information on students as required.

**OTHER DUTIES AND RESPONSIBLITY**

1. To be familiar with relevant school policies and Health and Safety requirements.
2. To attend INSET as required for mutual training and support College staff in training.
3. To participate in the school’s Performance Management System and to engage in performance reviews.
4. To undertake other duties as may be required from time to time.

**Contractual Arrangements**

Responsible to Head of Year

Working time: 8.15am – 4.15pm (37 hours per week), term time only plus 5 days for INSET training.

Total 39 weeks.

Salary: Grade 7 point 22 – 25 (pro rata)

Disclosure Level: Enhanced

11.School Ethos

11.1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

11.2. To support the school in meeting its legal requirements for worship.

11.3. To promote actively the school’s corporate policies.

11.4. To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

Notes:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the current School Teacher’s Pay and Conditions Document and the Catholic Education Service Contract.

This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Times in accordance with the needs of the school as identified by the Head Teacher and Line Manager and have regard to the Conditions of Employment.

This job description is not necessarily a comprehensive definition of the post and is subject to modification or amendment at any time after discussion with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the DBMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_