

Job Description & Person Specification

Pastoral Manager



Job Description

Salary	Grade 5 SCP 17 - 22
Reporting to	Deputy Headteacher/Assistant Headteacher
Responsible for	N/A
Location	Windsor High School and Sixth Form

Primary role is to support the Heads of House, Liaise and communicate with parents, support with students attendance and resolve pastoral issues.

Specific duties:

Support to Heads of House

- Investigate incidents in the absence/unavailability and at the direction of Head of House/Upper School Director/Lower School Director/Line Manager and report back findings to Head of House/Upper School Director/Lower School Director/Line Manager.
- To support vulnerable students in the absence/unavailability and at the direction of Head of House/Upper School Director/Lower School Director/Line Manager and report back findings to Head of House/Upper School Director/Lower School Director/Line Manager.
- Attend regular formal feedback meetings with Line Manager.
- Ensure that there is daily communication with Heads of House regarding outstanding issues or resolved issues.

Liaison and Communication

- Liaise with parents/carers at the direction of Leadership team/Line Manager.
- Liaise with staff at the direction of Leadership team/Line Manager.
- Liaise with outside agencies at the direction of Leadership team/Line Manager.

Monitoring/Absences

- Daily monitoring of parent contact reporting absence, coding on registers and informing FT and Pastoral Leaders of concerns
- Monitor register completion for am Tutor time and follow up non completion
- Transfer paper registers onto registration systems
- Make priority absence contact and record outcome
- Send First Day absence parental texts/calls
- Record parental responses and action non responses
- Monitor student attendance and action appropriately
- Daily monitoring of first day absence calls reporting concerns to Head of House/Line Manager and making appropriate follow up

House Activities

- Liaise with Head of House/Line Manager regarding organisation of House activities.
- Update weekly the House notice boards.

Internal Truancy

- Monitor internal truancy, reporting concerns to Head of House/Line Manager and Faculty/Curriculum areas and making appropriate follow up
- Support students to ensure everyone has equal access to school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background and report as necessary
- Perform duties throughout the day to keep students safe, happy and well
- To support the pastoral leaders (structure) to investigate, log and resolve or pass on for resolution student issues
- To support vulnerable students
- To liaise with staff, parents and students as necessary on attendance and pastoral matters
- Mentor students as required
- Support the behaviour curriculum to help remove barriers to learning
- Support with student uniform standards and providing uniform where necessary
- Keep student files and logs up to date
- Hold, record and return confiscated phones

PfE

- To run de escalation conversations and administer and clarify work for RR students
- To check attendance in RR and address non attendees
- To drop into RR to check climate and inform RR Lead of any actions needed

Administration

- Management of record keeping/filing, use of SIMS and compilation of student behaviour logs.
- Record outcomes of any meetings that you host.
- Administration of red slips, daily report cards, uniform issues, leadership ladder certificates and other related matters
- DSL administration, triage and liaison with external agencies

Organisational

- Manage detentions at the direction of the Line Manager/Head of House.
- Assist with entry into assembly.
- Assist with break and lunchtime duties.

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Area	Essential	Desirable
Qualifications		
▪ Good general education	✓	
▪ Level 3 qualifications or higher		✓
▪ Other relevant qualifications		✓
Knowledge and experience		
▪ Child protection Basic Training	✓	
▪ Experience of liaison with parents and/or external agencies	✓	
▪ Relates well to students	✓	
▪ Awareness of the individual needs of students (eg SEN/Gifted and Talented/Pupil Premium)	✓	
▪ Knowledge of school behaviour policy	✓	
Skills and competencies		
▪ Excellent organisational skills/time management skills	✓	
▪ Proven ability to establish good working relationships with staff/students/wider community	✓	
▪ Well-developed IT and presentation skills	✓	
▪ Ability to innovate, work independently and as part of a team	✓	
▪ Identify obstacles to student progress and help remove them	✓	
▪ Show a commitment to school improvement		✓
▪ Able to demonstrate involvement in current initiatives		✓
Personal Qualities & Attributes		
▪ Patience	✓	
▪ Ability to remain calm and professional at all times	✓	
▪ Ability to handle confidential issues sensitively	✓	
▪ Sense of humour	✓	

▪ Self-motivated	✓	
▪ Having personal impact and presence	✓	
▪ Emotional intelligence	✓	
Other		
▪ Windsor High School and Sixth Form is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred lists check.	✓	



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