

JOB DESCRIPTION	
Post Title	Pastoral Manager
Profile	BS3.5
Grade	5
Grade Spinal Point Range	15-20 (April 2019)
Accountable SLT post	SLT Lead responsible for Inclusion
Line Manager of Post holder (if different)	PA to SLT in conjunction with Key Stage Leader
Staff to be supervised or line managed by post holder	N/a
Post holder will work with	Inclusion Team, Pastoral Team & Senior Leadership Team
Holiday and sickness relief	Pastoral Managers & Teaching Assistants
Purpose of job	To provide support and guidance to young people and those engaged with them, by supporting the school's strategies to remove barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
Version revised:	24/06/2019

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

Specific duties and responsibilities:

To provide an efficient and effective pastoral support service, following systems and processes to the standards required by the MAT and appropriate regulatory bodies. This will include, but not be limited to:

Support for Students

- To provide appropriate pastoral care and support to students
- Attend to students' needs and provide advice to assist in their safe personal, social and health development in conjunction with the Inclusion Team and other staff with Safeguarding responsibilities
- Use a range of information including approach to learning, attendance data, behaviour and rewards to determine those in need of a particular type of help and support
- Work with Key Stage Leaders and teaching staff in order to improve behaviour, attendance and engagement in learning
- Establish productive working relationships with students, acting as a positive role model
- Arrange and develop 1:1 mentoring with identified students and provide support for distressed students, liaising with other lead professionals in house to meet the diverse needs of young people
- Actively support students to ensure they have an effective and successful transition to each key stage
- Provide feedback to students which enables them to make positive choices about their own learning, progression, behaviour or attendance
- Motivate and challenge students to promote and reinforce self-esteem
- Monitor and evaluate pupils' responses and progress against individual plans (eg behaviour reports or pastoral support plans).
- Communicate with parents, groups of students and individual students and other stakeholders in a professional and timely manner.

Support for Teachers

- Liaise with feeder schools and other relevant bodies to gather student information to support the successful transition of students into school
- Support disengaged students' access to learning using appropriate strategies, resources etc

- Provide reports as required on student behaviour, attendance and other pastoral matters to help inform further intervention and support, ensuring that accurate records are maintained as evidence of interventions/discussions held
- Facilitate accurate record keeping systems
- Contribute to the development of behaviour management strategies in discussion with subject teachers, Heads of Faculty/Subject, Inclusion Team and the relevant Senior Leaders
- Establish constructive relationships with parents/carers, exchanging information about their child's attendance, punctuality and uniform
- Develop constructive relationships with parents / carers to improve their child's attitude to and engagement with learning
- Arrange and facilitate parental meetings regarding behaviour, attendance and other pastoral matters
- To support the Key Stage Leader in the development, implementation and monitoring of systems relating to attendance and engagement with learning e.g. truancy, links with Attendance and Inclusion workers
- Provide supervision of students who are accessing Seclusion Room and provide 'On Call Support' in response to incidents inside and outside of the classroom
- Support SLT by supervising students at lunchtime when appropriate.

The Pastoral Manager will work with the Key Stage Leaders and Senior Leadership team, Inclusion Team and Teaching Staff who are responsible for the progress of all students in the Year Group.

Other support for school (all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the school and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings and events as required.
- Contribute to the overall ethos/work/aims of the school.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the school, you may be asked but not expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All education support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.