

JOB DESCRIPTION

JOB TITLE: Pastoral Manager

MANAGED BY: Achievement Leader and Deputy Headteacher (behaviour)

CONDITIONS: Scale: PO2 Point: 29-32
Term Time Only - 36 Hours per week

Salary range: £34,884 - £37,722

Pro rata salary range: £30,176 - £32,631

Hours of Work: 8:15am - 4:15pm (Monday - Thursday)
8:15am- 4:00pm Fridays, with 45 minute Lunch

PURPOSE OF JOB:

- To be part of the year group leadership team.
- To manage day to day issues of student welfare and behaviour for the year group
- To promote and contribute to the ethos of the school enabling students to develop personal excellence and a sense of pride in their year group and School.
- To be an important member of the year group team and to be instrumental in forming and sustaining relationships with parents and carers.

Main Duties and responsibilities: -

1. Working with Students

- To mentor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
- To facilitate weekly interventions for groups of students
- To organise the Year Council; facilitate and attend meetings and ensure that it is effectively linked with the School Council
- To ensure that Student Leaders develop their leadership skills and contribute to the Year Group
- To lead on the development of a range of peer mentoring activities within the year group
- To lead on Anti-Bullying activities within the year group
- To take a lead in managing behaviour in the year group and coordinate interventions which support students to improve their behaviour
- To investigate behaviour incidents for the year group or curriculum department areas
- To respond to and lead on resolving relationship issues between students
- To encourage students to become more actively involved in school life including charity and community work

- To assist in transition arrangements at the beginning, during and end of year
- To provide additional support to those students who receive targeted intervention in New Start as they are at risk of being excluded from school and measure the impact of this support
- To actively support students around issues regarding their welfare and safeguarding

2. Working with Systems

- To effectively use ClassCharts to track the behaviour of students and groups of students that are causing concern within the year group
- To support whole behaviour systems including focus week detentions, IER, year group and Department Detentions and Leadership Team detention
- To coordinate year group referrals to the Student Support Panel and coordinate any resulting interventions
- To coordinate year group specific rewards
- To deal with behavioural incidents in accordance with school policy
- To maintain records of interventions and meetings and communicate these effectively with relevant parties
- To regularly measure the impact of behaviour interventions and work with students in a range of ways to improve outcomes
- To assist in the completion of Fixed Term Exclusion and external placement paperwork
- To ensure the smooth running of parents evenings and other events.
- To provide cover supervision for tutor groups, On Call and the Internal Exclusion Room when needed
- To support a programme of extra-curricular activities
- To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the house group, in liaison with the Attendance Team.
- To supervise students during lunchtimes as directed by the duty rota

3. Working with Staff

- To form an effective year group leadership team with the Achievement Leader
- To lead agenda items in year group meetings and encourage a team ethos with tutors
- To support the work of tutors
- To liaise with individual teachers and departments in relation to the monitoring of individual students' behaviour
- To liaise with outside agencies regarding individual students

4. Working with Families

- To be the first port of call for parents in relation to student behaviour and barriers to learning
- To form strong professional relationships with parents and carers

- To regularly meet with families of students whose behaviour is causing concern and work in partnership with them to support the young person in improving their behaviour and learning
- To be present at 'Return from Exclusion' meetings

5. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

Additional Duties:-

- To undertake CPD relevant to the post
- To participate in the school's performance management procedure
- To undertake any reasonable additional duties required by the Head of School
- To share the school's commitment to: safeguarding and promoting the welfare of young people
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (eg bereavement training, restorative practice)

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

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Eastlea Community School & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

IMPORTANT INFORMATION FOR APPLICANTS

Please give specific examples wherever possible.

CRITERIA	Essential/ Desirable	METHOD OF ASSESSMENT
PERSONAL QUALITIES <ul style="list-style-type: none"> • Energy, intelligence, assertiveness, motivation and be helpful, a good communicator and an excellent team player. • Value education and its role in securing the future success of the school's students. • A commitment to working in a busy school environment • Good attendance and punctuality • Adaptability to changing circumstances and new ideas • Professional approach to working • Resilient and determined to achieve goals • Committed to the ethos of the school • Willingness to be flexible and take on additional duties as and when required 	E E E E E E E E E	Application Form Application form Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview
QUALIFICATIONS: <ul style="list-style-type: none"> • Educated to GCSE or equivalent level, including at least a C grade in English and Maths • A proven track record in working with young people in an educational environment and ability to motivate them so that they fulfil their potential at school • Relevant IT software package qualifications / certification • Educated to Degree level 	E E D D	Application Form Application Form Application Form Application Form
SKILLS AND ABILITIES: <ul style="list-style-type: none"> • The ability to work effectively with and command the confidence of the appropriate students, support staff, teachers and management personnel. • Ability to work independently in challenging circumstances both inside school and in the community • Ability to work under pressure and meet deadlines whilst still being polite and reasonable • Be able to handle confidential issues sensitively and appropriately 	E E E E	Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview

<ul style="list-style-type: none"> • Ability to communicate clearly and responsively with students, their families and other relevant stakeholders • Ability to engage constructively with, and relate to, a wide range of young people and their families with different ethnic and social backgrounds • Ability to organise and prioritise own workload within appropriate timescales and deliver to deadlines • Proficient in IT with particular skills in MS Word, Excel and/or Google • Proficient user of SIMS or other MIS • Significant organisation and administrative skills • Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality. • The ability to build and maintain relationships with staff and students • Ability to demonstrate initiative 	E E E E E E E	Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Test Application Form, Test Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview
PROFESSIONAL EXPERIENCE, KNOWLEDGE & UNDERSTANDING: <ul style="list-style-type: none"> • Literacy at a level sufficient to deal with and manage complex and lengthy reports, and to assimilate diverse and detailed information • Numeracy at a level sufficient to use and analyse data statistical information. • Ability to investigate behavioural incidents effectively and thoroughly • Knowledge of local and national social inclusion strategies. • Knowledge and adherence of child protection procedures. • Willingness to participate in further training and development opportunities offered by the school • Experience of using Microsoft Office and/or Google to produce a range of professional documents 	E D E D E E E	Application Form, Interview Application Form, Interview, Test Application Form, Interview, Test Application Form, Interview, Test Application Form, Interview Application Form Application Form, Interview, Test
EQUAL OPPORTUNITIES AWARENESS: <ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	E E E	Application Form, Interview Application Form, Interview Application Form, Interview
CHILD PROTECTION AND SAFEGUARDING AWARENESS: <ul style="list-style-type: none"> • An understanding of child protection and safeguarding matters • A commitment to safeguarding and promoting the welfare of young people 	E E	Application Form, Interview Application Form, Interview