

Details of vacancy – Pastoral Manager

The Headteacher, the staff and the Governors are very proud of the school and of the success of its students. We look forward to appointing an enthusiastic, committed and innovative Pastoral Manager to share in the development of the school over the next few years.

General description of the role

This role is to replace one member in the team of four pastoral managers. The pastoral managers are an integral part of our pastoral support team. Each one is linked to a year group or two year groups and they work closely with the relevant Heads of Year but also under the line management of our Deputy Headteacher for Behaviour to:

- a) Respond to incidents of poor behaviour, investigate and follow-up as necessary
- b) Support in the running of detentions, breaktime duties and parental meetings
- c) Work in a proactive way, supporting students who need regular 1:1 meetings to discuss their behaviour and work on ways of improving it.

It is a role which would suit someone who enjoys a varied and busy day! It is also a role where you can make a significantly positive difference to the lives of young people.

Job Description- Pastoral Manager

Responsible To:

Deputy Headteacher-Behaviour and Head of Year

Primary Purpose:

The Pastoral Managers are assigned to different Year groups under the guidance of the Deputy Headteacher. The role of Pastoral Managers is to support the Heads of Year in delivering exceptional pastoral support, with an emphasis on vulnerable students.

Main Duties and Responsibilities:

Pastoral

- Contributing to the overall ethos, work and aims of the school.
- Assist the Head of Year in creating opportunities for students in the assigned year groups to develop individual responsibility and develop leadership skills.

Management of pupil's behaviour

- Understanding and implementing the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- Coordinating and managing the recording and follow up for the year detention system.
- Assisting the Head of Year with the responsibility for the welfare of students; follow up incidents; maintain detailed records and student files.

Mentoring aspect

- Providing a mentoring service that meets the needs of students who require help in overcoming barriers to learning that prevent them from achieving their full potential.
- Delivering 1:1 support as directed by the Manager and maintain a professional relationship with the student being mentored at all times.
- In consultation with the Head of Year and Behaviour Interventions Manager, maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- Deliver restorative justice meetings as directed by the Head of Year and Behaviour Interventions Manager.
- Have knowledge and appreciation of the range of extended services that could be drawn upon to provide extra support for pupils.

Coordination of Interventions

You will work closely with the Behaviour Interventions Manager to identify the most appropriate interventions and develop a robust tracking and auditing system to monitor the work that is done with these pupils.

- Track identified vulnerable students and work with the Behaviour Interventions Manager, Head of Year and SENDCO, to ensure appropriate and adequate interventions are put in place.
- Book rooms for agencies, greet agencies and collect students for appointments
- Keep registers for all students receiving interventions, in line with the school's centralised system of recording.
- Assist with referrals of identified pupils to outside agencies.

Management of external liaison

- To represent the school or ensure representation at any external activities considered appropriate.
- To liaise with feeder schools during Transition (mid-year and September transition), to support pupils with the transition to Secondary School.

Operational

- Work within the systems and structures of the school and follow agreed protocol and established school policies.
- Carry out home visits with colleagues to students causing concern, providing parents/carers with necessary information.
- Participate in school and local initiatives, working with the police and other agencies as required.
- Contact families and carers, and keep them informed of their child's needs and progress to secure their support and involvement, as directed by the line manager.
- Support with offsite learning activities for students as required.
- Report any welfare and/or child protection concerns in accordance with school policies.
- Work closely with Heads of Department and Heads of Year on targeting efforts on those at risk of underachieving who are not already receiving effective intervention.
- Work closely with the SENDCO to ensure that the needs of children with special education needs are met.

Administration

To assist Heads of Year with aspects of administration; this may include:

- SIMS data- including rewards/sanctions
- Collating Incident Forms
- Filing
- Telephone calls to parents
- Distribution of information
- Research
- Contribute to the maintenance of records and information systems both computerised and manual with due regard for data protection and confidentiality.
- Collate information, statistics and prepare reports as required by her/his line manager, the Headteacher and the governing board.
- Deal with correspondence promptly and as required.
- Promote the speedy and effective transfer of pupil information at all stages of transition (from primary to secondary, from Key Stage 3 to 4, from Key Stage 4 to 5)

General

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- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Agree professional targets annually with the Behaviour Interventions Manager and Head of Year, who will monitor and review performance in accordance with the school's performance management policy.
- Comply with all relevant legislation and school policies and procedures.
- Use ICT effectively to support learning activities.
- Attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- Assist in escorting students on educational visits and participate in extra-curricular activities as required.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Network with other Year Managers and share best practice.
- Undertake such other appropriate duties as may be reasonably required from time to time by the Behaviour Interventions Manager and Head of Year.
- Undertake additional duties as required by the Headteacher commensurate with the grading and nature of the post.

Person Specification- Pastoral Manager

Characteristic	Essential	Desirable
Experience and qualifications		
5 GCSEs at Grade C or above including English and Maths or equivalent	X	
Competent computing skills	X	
Experience of working with school-age children		X
Knowledge and Skills		
Good communication skills, both oral and in writing	X	
Ability to work independently and as part of a team	X	
Good organisation, manage workload effectively and prioritise tasks	X	
Able to interact with staff, students and external agencies at all levels	X	
Personal Qualities		
Enjoy working with young people	X	
A sense of humour	X	
A flexible and adaptable approach	X	
Ability to work well under pressure	X	
Resilience and determination to be successful	X	
A desire to continue to learn and develop within the role	X	
Commitment to safeguard and promote the welfare of children and young people	X	
Ability to work effectively and calmly under pressure	X	
Awareness of and commitment to equal opportunities, and sensitive to the needs of a diverse community	X	
Demonstrable professionalism and integrity	X	