



City of London Academy Southwark

Job Description

Post: Pastoral Support Manager

Accountable to: Head of Year/Senior Head of Learning

Salary: £26,713 - £29,730 pro-rata per annum (Pro-rata'd to Term Time only)

Working Pattern: 37 hours per week – 40 weeks per annum.

Location: City of London Academy (Southwark)

Disclosure level: Enhanced

Main Purpose

- To support tutors and teachers to ensure the well-being and highest possible levels of attainment of the year group.
- To support and monitor the pastoral experience of the year group in order to improve attainment and achievement
- To support whole school pastoral processes and interventions
- To aim for the year group to behave in an exemplary way and to work with key staff on any interventions that may be necessary
- To conduct in year admissions and ensure new students receive appropriate induction
- To lead on agreed year specific activities, events and interventions.

Key Accountabilities

Students

- To admit students to the year group under the fair access protocol and the agreed Academy entry criteria
- To work with the Heads of Year to create balanced tutor groups
- To keep under review the composition of tutor groups and teaching sets ensuring any movement between groups and sets is appropriate
- To work closely with the attendance team to monitor attendance and punctuality as well as promote its importance
- To liaise with key staff as appropriate
- To promote and work within the school's behaviour management policy to recognise and reward student achievement as well as intervene where behaviour falls short of expectation
- Support the detention system for agreed offences and provide clarity to students in detention hall.
- To organise specific, agreed activities for your year
- To lead morning line up for specific year group and the collection of students for Reintegration Room
- To collect students attending 90 minute detentions.

Staff

- To support tutors in the development and well being of the year group
- To work with all staff to share information, strategies and good practice
- To be the lead person for all Looked After Children in the year



Curriculum, Assessment and Examinations

- To liaise with the examinations officer to ensure that students and parents are fully informed about all examinations
- At times to support in the cover of lessons if required
- To ensure that parents receive termly reports of their child's progress
- To support the heads of year in the smooth running of the Academic review Day(s) and parent evenings

Record Keeping

- To work with administration staff to ensure student records are up to date in accordance with school procedure

Parents

- To maintain regular and appropriate contact with parents

Communication

- To keep in contact with the parents, as appropriate through the normal means of communication.
- At times, when appropriate, to lead assemblies
- To oversee the arrangements for parents evenings, target setting and review days
- To make referrals and liaise with outside agencies as the need arises
- To attend Pastoral Support Meetings (fortnightly)
- To complete necessary paperwork including e-CAF documentation and other referrals on individual students

General

- To organise year related events and ensure students participate in House events
- To undertake further tasks that are reasonable within the parameters of the role
- To support the school's race equality and cultural diversity policy at all times

Supporting the Academy

- Liaise, advise and consult with other members of staff supporting the students.
- Be aware of policies and procedures including those relating to confidentiality.
- Any other task as directed by the Executive Principal and Principal, which are consistent with the aims of the post.

Additional Responsibilities

- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
- Attend team and staff meetings.
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.



English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

DRAFT



City of London Academy Southwark

Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Minimum Level 2 qualification in Maths and English	✓	
Educated to degree level or equivalent		✓
Successful experience of working with students in a school environment	✓	
Experience, Skills and Knowledge		
Knowledge and understanding of adolescent development	✓	
Knowledge and understanding of the SEAL Programme	✓	
Skilled in dealing with both challenging and able students	✓	
Experience of dealing effectively with parents, staff and students	✓	
High level of organisational skill	✓	
Ability to use ICT effectively	✓	
Ability to provide high-quality outcomes	✓	
Experience of dealing effectively with the general public	✓	
Clarity of communication to a range of audiences	✓	
Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	✓	
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Personal Qualities		
Able to work as part of a team	✓	
Ability to engage and provide empathy and understanding	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	