

<b>JOB INFORMATION</b>			
<b>JOB TITLE</b>	<b>Support Staff – Pastoral Manager</b>	<b>SALARY</b>	<b>£21,808.00 per annum</b>
<b>RESPONSIBLE TO</b>	<b>Assistant Principals</b>	<b>CONTRACT TYPE</b>	<b>Permanent, full time</b>
<b>JOB PURPOSE</b>			
To provide pastoral care, support and guidance to students across Key Stage 3 and 4 and take a leading role in ensuring Achievement for All. To offer a range of support to the pastoral team and liaise with parents, school staff and external agencies to offer the best possible care to all our students			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• A member of the pastoral team that takes a lead in managing student behaviour and provides any necessary support to ensure students are supported and parents/carers are informed</li> <li>• Making a significant contribution for the school on issues of behaviour and attendance, promote a whole school approach in developing and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life.</li> <li>• To provide a safe and friendly environment where students are able to come and discuss concerns and where emotional and educational needs can be met</li> <li>• Liaise with teaching and support staff to provide particular support for targeted students to raise achievement and attendance and help them to overcome barriers to learning</li> <li>• To work closely with teaching staff and Assistant principals to support them in providing the highest standards of pastoral care. Identify the needs and assess those students requiring extra support and develop individual action plans for targeted students and work with vulnerable groups</li> <li>• Work with parents / carers regularly, to help address underachievement, attendance and/or behaviour. Meet with parents / carers to keep them informed and to secure positive family engagement</li> <li>• Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning</li> <li>• Actively supporting the positive reputation of the school and the community, such as liaising with local residents and ensuring our students are ambassadors for the school</li> <li>• Work with students and staff to prepare relevant documents and statements relating to specific incidents that can be presented to other members of the school, in a clear and concise fashion. Keep an accurate record of all incidents, including the actions taken to address the issue(s)</li> <li>• Provide extra support to students through a good knowledge of a range of activities and opportunities available to them. Support additional study activities or school sanctions such as the pastoral detention system and to play a significant role in the re-integrations of students returning from exclusion</li> <li>• Establish and maintain a high profile across the school using a range of proactive strategies to support positive behaviour</li> </ul>			

<b>SCHOOL EMPLOYEE RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>To demonstrate professional behaviour and appearance at all times</li> <li>To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Bicester Technology Studio's policies and procedures.</li> <li>To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated</li> <li>To be accountable for own safety and that of colleagues/ visitors to the workplace</li> <li>To work in a flexible manner and be willing to undertake other duties as reasonably requested</li> </ul>		
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>TECHNICAL COMPETENCIES /SKILLS</b>	<b>BEHAVIOURAL SKILLS</b>
<u>Essential</u> <ul style="list-style-type: none"> <li>Literate and numerate</li> <li>Strong personal organisation skills</li> <li>Accurate and attentive to detail</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	<u>Essential</u> <ul style="list-style-type: none"> <li>Competent in the use of IT to support the function of the role– for example; Office and Google docs</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>Experience of safeguarding systems and paperwork</li> </ul>	<b>TAKE RESPONSIBILITY</b> , doing what we say we are going to do by: <ol style="list-style-type: none"> <li>planning ahead</li> <li>staying focused</li> <li>meeting agreed deadlines</li> </ol> <b>EARN RESPECT</b> , being positive with each other by: <ol style="list-style-type: none"> <li>listening attentively</li> <li>being honest</li> </ol> <b>AIM HIGH</b> , going further by: <ol style="list-style-type: none"> <li>setting challenging goals</li> <li>being resilient</li> <li>improving continuously</li> </ol> <b>MAKE IT HAPPEN</b> , by: <ol style="list-style-type: none"> <li>taking initiative</li> <li>inspiring each other to meet all these standards</li> </ol>

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***



***Diversity Statement***

*Bicester Technology Studio recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Bicester Technology Studio is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*