

Pastoral Manager

Salary Grade: UKAT Band C
Hours: 37 hours per week / Term time only plus one week
Responsible to: Assistant Principal Pastoral
Responsible for: n/a

Purpose and Vision

To build positive relationships with students and mentor them to develop positive behaviours that can aid their learning.

To support teaching staff to maintain good order and discipline in subject areas.

Key Responsibilities

- Participate in developing and implementing the cross Academy Behaviour for Learning policy.
- Ensure all areas within the Academy are peaceful and purposeful.
- Check student conformance to uniform and the Academy Code of Conduct.
- Keep daily log of incidents using database for diagnostic purposes.
- Attend incidents in subject areas and seek quick resolutions.
- Act as 'cool-down' zone, dealing with all issues using mediation and RJ techniques where possible
- Participate in weekly review of students with AP Pastoral Care and VP to plan for referrals to a wider group of professional services.
- Escort students to exclusions area with work.
- Counsel, coach and mentor students towards positive behaviour, rewarding as appropriate.
- Professionally liaise with parents/carers as required.
- Participate in training and development programme.
- Liaise between teachers, students and parents/carers to arrange detentions.
- Attend meetings where necessary.
- Induct new students into the academy, outlining Health & Safety requirements and Code of Conduct.
- Pick up and escort students to detentions where required.
- Check student areas e.g. toilets - reporting graffiti or other issues to appropriate persons to remedy the situation.
- Ensure evidenced reporting of students is kept and filed.
- Participate in cross Academy rota for supervision.
- To participate in whole staff performance management process.
- To adhere to professional and staff codes of conduct at all times.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
- To carry out any other duty as may reasonably be requested by the Principal or line manager.

Pastoral Manager – Person specification

Attribute	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general education including 5+ A*-C / Grade 9 -4 grades at GCSE including English language or HLTA status or Key Skills • Commitment to undertaking relevant training • A commitment to continuous learning. 	<ul style="list-style-type: none"> • Counselling certificate or qualification • Social Skills qualification / certification e.g Anger Management , Mediation, Mindfulness etc.etc • Qualified Teacher Status.
Experience	<ul style="list-style-type: none"> • Evidence of contributing to planning and development of a successful initiative that came to fruition. • Evidence of working with young people to positively resolve pastoral issues • Evidence of contributing to a strong sense of student wellbeing • Evidence of excellent student behaviour management • Evidence of a commitment to the proactive promotion of the equalities and diversity agenda. • Evidence of positively working and communicating with Parents , carers, outside agency and LA staff • Evidence of success against Performance Management targets in previous role. • Evidence of proven ability to work positively and purposefully with staff. • Experience of being a well organised and efficient. • Excellent ICT skills and ability to use a range of software packages to support learning • Demonstrable evidence of using a range of data to monitor impact of work. 	<ul style="list-style-type: none"> • Experience of working in a school in challenging circumstances • Evidence of delivering training within school
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to be assertive and take decisions • Ability to hold ground and not cave under pressure • Ability to step aside if proven wrong and apologise. • Sensitive • Ability to maintain Confidentiality • Flexible, Kind, caring and positive person • Ability to take the initiative • Ability to empathise • Conflict resolution skills • High emotional intelligence • Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community. • Excellent written and presentational skills. • Excellent interpersonal skills and sensitivity to cross cultural and diversity issues. • Collaborative approach to decision making. • Ability to reflect and analyse and action both independently and collaboratively. • Ability to work co – operatively with others persuading, negotiating, and influencing in a variety of circumstances. 	

	<ul style="list-style-type: none">• Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.• High expectation of oneself and others• Personal integrity, commitment to fairness and equity.• Ability to take, implement and follow through unpopular decisions.	
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