



Ormskirk School

Job Description

Role:	Pastoral Manager
Grade:	Grade 6 (SCP: 21-26)
Salary:	£20,138 – £23,398 pro rata
Responsible to:	Assistant Headteachers – Directors of Support
Hours:	37 hours per week, term time plus 6 days

Purpose of the post:

To support pupils at Ormskirk School, enabling their personal growth and social development and academic achievement. This will be achieved by working alongside a Progress and Learning Leader to identify and address barriers to learning for groups and individual pupils within one year group. In particular, to deal with pastoral and welfare issues in supporting the management of academic performance. This post is part of staff team working together to create an effective learning environment in the school and maximise learning for each individual.

Responsibilities of the post:

Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life. This will be achieved by:

Operational:

- To assist in the management of student behaviour with small groups or individual pupils by undertaking investigations into reported cases of misbehaviour/incidents
- To supervise and support students following specific behaviour events.
- To contribute to the maintenance of good behaviour at break and lunchtime by contributing to duty teams around school and being contactable at other times.
- To develop positive relationships with pupils and their parents/carers, liaising with parents/carers as appropriate regarding /welfare matters.
- Maintain accurate pupil records by recording information on appropriate school systems e.g. SIMS Behaviour Manager and prepare written reports and evaluations for the Leadership Team and Governing Body.
- To be responsible for writing planned programmes to meet the needs of pupils, offering support to pupils as part of those programmes and strategies.
- Monitor the implementation of plans and report on progress achieved to Progress and Learning Leaders and Senior Leadership Team

Pastoral/Welfare Support:

- To mentor, counsel and support pupils within the college, including those referred by PLLs or Senior staff.
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them.
- To be familiar with Child Protection policies and procedures and address any identified need within the framework of school policy.
- To be aware of the confidential nature of the work and to follow the school's established procedure for dealing with issues of confidentiality.
- Promoting anti-bullying strategies by giving support and guidance on friendship and bullying issues via restorative approaches.
- To keep and monitor the Anti-Bullying Log, ensuring that anti-bullying procedures and policies are rigorously followed.
- To ensure incident and concern forms are entered on SIMS.
- To provide information to the Progress and Learning Leaders and Progress tutors as appropriate to enable them to carry out their work with pupils.
- To provide support for the Progress and Learning Leaders when supporting Looked After Children or Pupil Premium children by adhering to the associated policies and procedures.
- To work alongside the Attendance Team in ensuring the good attendance and punctuality of pupils, including those with issues of absenteeism and truancy.
- To provide pastoral support in pupil induction and integration

Management of Academic Performance:

- To be aware of and undertake activities as directed by the Progress and Learning Leaders to assist in meeting the personal, social and emotional needs of pupils, devising and taking part in planned programmes to support pupils in these areas as appropriate, in order to improve pupils' academic performance.
- To liaise with appropriate staff to action interventions or reward students
- To liaise with teaching staff, progress tutors, pupils and parents in order to help improve progress of pupils by helping them to overcome barriers to learning related to behaviour and welfare.
- To contribute to the delivery of the school's strategy for improving the performance and attendance of students.

Information Management and Communication:

- To keep up to date student files to support intervention and provide information for outside agencies.
- To undertake routine filing and administration tasks for the year group.

General Duties:

- To initiate, facilitate and support inter-College competitions and activities.
- To participate in arrangements for professional self-development to enhance personal development and job performance.
- Responsible for health and safety both for self and others throughout the school and adhere to the school's health & safety policy and procedures
- To help develop a team based approach through attendance and participation at meetings with colleagues appropriate to duties.
- To adhere to all school policies and procedures.
- To play a full part in the life of the school community, to support its vision and ethos and to encourage students to follow this example.
- Any other reasonable duties, as requested by the Progress and Learning Leaders or Senior Leadership Team.

Other specific duties:

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Ormskirk School will expect to revise the job description from time to time and will consult post holders at the appropriate time.

Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.



Person Specification Form

Personal attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc)
Qualifications NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	AF
Experience Experience of working with children Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting pupils with challenging behaviour	E E E E	AF AF AF AF/I
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate, or willingness to train for one Administrative skills Knowledge of strategies, for example numeracy and literacy Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E E E E E E E E E E E E E E	AF/I/REF AF/I/REF AF/I/REF AF/I/REF AF/I/REF I/REF I/REF I/REF AF/I/REF AF AF/I/REF AF/I/REF AF/I/REF AF/I/REF I/REF I/REF AF/I/REF

<p>Other</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Commitment to equality and diversity</p> <p>Commitment to Health and Safety</p> <p>Commitment to attendance at work</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>AF/I/REF</p> <p>AF/I/REF</p> <p>AF/I/REF</p>
<p>Note: We will always consider references before confirming an offer in writing</p>		