



Coundon Court School

JOB DESCRIPTION

POST: **Student Pastoral Manager, Full Time – Term Time only + 2 weeks.**

GRADE: **Grade 5 (12-23)**

Job Purpose:

1. Provide the first line of support, guidance and intervention for a student's academic and social progress within the school.
2. Support at individual student and year team level the whole school inclusion agenda and associated quality assurance and self-review processes.
3. Support on attendance and behaviour planning at individual student and year team level, providing analysis of key data and required intervention planning.
4. Ensure that the safeguarding of students is secured at individual student and year team level.

Responsibilities:

Leading Students - Inclusion - attendance, behaviour & vulnerable student provision

1. Support the creation and monitoring of intervention strategies to address identified issues for individual students.
2. Evaluate and report on the effectiveness of intervention strategies used to address identified issues and use assessment data to make comparative evaluation of students' performance.
3. Coordinate effective deployment of external provision for managing vulnerable students.
4. Deliver effective student and parent communication around academic / social performance and achievement.
5. To mentor and support individual students and small groups as need requires.
6. To support the supervision of students at lunch and break times.
7. To support whole school IAG delivery and also ensure targeted activity for vulnerable students and deliver one to one support.
8. To monitor and support awards, rewards and other systems to maximise vulnerable group recognition.

Leading Staff - Inclusion Planning quality assurance

1. Ensure that all vulnerable students have appropriate support planning in place to ensure they can make expected progress and thrive in school.
2. Ensure teachers and inclusion staff are aware of the needs of all vulnerable students and vulnerable groups and make provision for this in their planning.

Whole School Leadership and Wider Professional effectiveness

1. Work with the School Office to ensure student records are accurate.
2. Assist in the implementation of all academy policies and procedures where appropriate, for example Equal Opportunities, Health and Safety, etc.

3. To participate in the planning and delivery of small group intervention activity.

Professional Characteristics:

1. Demonstrate uncompromising leadership.
2. Create a climate which enables staff to develop, challenge and support each other.
3. Mentor and coach students to develop confidence and maintain positive attitudes.
4. Communicate effectively and with professional integrity within and beyond the School community.
5. Provide a positive role model for students.
6. Encourage students' motivation and enthusiasm in the school, developing positive responses to challenge and high expectations.
7. Identify own personal and professional development needs and seek to achieve own challenging appraisal objectives.
8. Build and maintain effective teamwork with high expectations of outcomes.
9. To undertake (where contractually appropriate) specific duties within the scope of the Job Description in school holidays.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the school's data protection guidelines.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually with the post holder and the line manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection and Health and Safety Regulations. I understand that this job description is not an exhaustive list and I agree, when required to undertake any reasonable requests made by the Administration & Information Manager.	
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Name:	Signature:
Date:	
Name:	Signature:
Administration & Information Manager	Date: