

# RIDGEWAY ACADEMY – JOB DESCRIPTION

## PASTORAL MANAGER



<b>Job Title:</b>	Pastoral Manager
<b>Grade:</b>	H7
<b>Hours:</b>	37 hours per week, term time plus 1 week (39 weeks)
<b>Responsible to:</b>	Assistant Headteacher Pastoral

### **Main purpose of job:**

The core work of school improvement will be driven by the Senior Leadership Team, Subject Leaders and Directors of Learning. Directors of Learning will take overall responsibility for maintaining the high standards for a specific year group within the school. The Pastoral Manager will provide effective leadership, support and management to ensure student behaviour, attendance and pastoral management are effective and contribute to whole school improvement at a strategic level.

### **Main areas of responsibility:**

- To support with the management of behaviour across the key stage
- To promote a positive ethos for learning through the high expectations of all student interactions; conduct, behaviour, attendance, punctuality, uniform, equipment, etc
- To monitor student behaviour, attendance and punctuality and take remedial action as appropriate in conjunction with other key post holders
- To have a caseload of PA (persistent absence) students
- To make contact with parents to discuss student progress, behaviour, attendance and punctuality
- To liaise with external agencies as appropriate to support a student's needs
- To identify students at risk of disengagement and offer appropriate strategies in conjunction with relevant key stakeholders
- To promote and develop an inclusive learning environment and provide for the well-being of all students
- To work in conjunction with the Attendance Officer and Director of Learning to monitor and implement strategies for improving attendance to meet identified targets
- To maintain a safe and productive learning environment for all students, dealing with discipline issues following the school's behaviour code to avoid disruption to learning.
- To support the school on-call system and Inclusion room supervision in order to support student behaviours
- To undertake school duties before school at break and lunchtime and afterschool to support student behaviour
- To organise work for excluded students and attend re-admission meetings with prior behaviour, attendance, punctuality and attainment data and other relevant information
- To work in triaging safeguarding concerns following the schools safeguarding procedures and protocols

### **Support and standards**

- Respond to and take steps to resolve relationship issues between students.
- Ensure high standard of uniform
- Lead on attendance matters, including for agreed target students and contact or meet with parents/carers
- Collect and collate statements relating to incidents, following up directly when appropriate
- Contribute to Pastoral Support Plans
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- Liaise with external agencies in line with school policies
- Monitor attendance at detention

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### Communication

- Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action
- Ensure contact is made to parents/carers whenever incidents are dealt with by self or when delegated to contact by others
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files
- Arrange for work to be set and collected for Inclusion room and other student absence
- Arrange parental meetings
- Dissemination of information
- Ensure systems letters eg uniform, equipment are sent and logged

### General

- Actively interact with students during break and lunch time
- To assist in detention supervision if required
- First aid to students as required
- Represent the school in a manner consistent with its core values and personal best ethos
- Contribute to school development through identified communication and consultation channels
- To attend training as required relevant to the role
- To respect the confidential nature of information relating to the school and its students

### Person specification:

- Successful recent working experience within a pastoral/behaviour environment with children of relevant age
- Good general standard of education including good literacy, numeracy and ICT Skills
- Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment
- Level 2 safeguarding training
- Basic knowledge of first aid
- Understanding of relevant policies / codes of practice / legislation
- Ability to use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Ability to adapt quickly and effectively to changing circumstances / situations
- Motivate, inspire and have high expectations of students
- Effective time management
- Build rapport with adults and children
- To be flexible
- Follow instructions accurately
- Creative approach to problem solving
- Work calmly under pressure
- Work effectively as part of a team and contribute to group thinking, planning etc
- Committed to personal and professional development
- Ability to critically evaluate own performance

### Additional Information

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of

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the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date