

**MANCHESTER YOUNG LIVES**  
**JOB DESCRIPTION**

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<b>Job Title</b>	MYL Pastoral Manager (Centre Lead)
<b>Salary</b>	£25,972 - £28,786
<b>Reporting to</b>	Deputy Principal
<b>Main Contacts</b>	Young people, parents/carers, MYL school staff, home schools, PRU, central office staff, outside support agencies

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**Place in organisation**

To work as part of a team providing a structured education and personal development programme to young people between the ages of 11 and 16 who are not attending mainstream education.

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**Main Purpose of the job**

Responsibility for the day to day operational management of a designated Centre. Lead and manage a small team to work collaboratively with teaching staff and other agencies to deliver positive outcomes for students which helps them to overcome barriers to learning. Supporting the Senior Leadership Team in implementing strategies which contribute to improvements in performance & behaviour for all students.

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**MAIN TASKS AND RESPONSIBILITIES**

**Site Management/Health and Safety:**

1. To manage the centre building and ensure that it meets all health and safety standards/regulations including, daily site checks, kitchen hygiene regulations for food preparation, risk assessments and fire drills
2. To ensure that all off site trips and visits are adequately risk assessed and supervising staff are informed and briefed of their roles and responsibilities
3. To ensure that a record of student, staff and visitors on site is kept
4. To report building damage immediately and arrange for urgent repairs to be made
5. To keep and maintain an inventory of equipment, ensuring that it is kept up to date and replaced / repaired as required. Reporting all defects as necessary
6. To manage and account for the centre's petty cash budget
7. To act as the key invigilator during exams and to direct staff as appropriate to ensure that adequate supervision is in place
8. To line manage the post of caretaker and management of external maintenance contractors

**Student Health and Well-being/Safeguarding/Achievements:**

1. To support the pre-admission and transition process for students to ensure that all stakeholders are fully informed of the needs of the student and how these can be met
2. Maintain and update students' personal files both electronically and paper copies as appropriate
3. To co-ordinate the work of a range of support agencies to promote the well-being of students to meet their identified need e.g. Brook, Lifeline, NHS services
4. To promote positive attitudes and good behaviour, dealing promptly with conflict in line with the established policy and encourage students to take responsibility for their behaviour.
5. To recognise and reward good behaviour in line with the schools positive behaviour policy for awards and rewards

6. To ensure the recording of all incidents, exclusions, interventions and action taken on site
7. To refer serious incidents in line with the school's behaviour policy to the Deputy School Manager
8. To record and report Safeguarding issues/concerns to the Designated Safeguarding Lead.
9. To monitor student attendance in line with the school policy informing parents and PRU as required and ensure that adequate records are kept regarding actions taken to combat poor attendance to meet the school's statutory requirements including letters to parents/carers.
10. Plan and direct the student enrichment programme including the use of visits and trips and structured lunchtime activities with the school Curriculum lead
11. Carry out student half termly reviews with key stakeholders including students, parents, schools and PRU ensuring that ILP's, IEP's and PEP's are updated accordingly
12. Contribute to termly student reports regarding student achievement, progress and other matters
13. Liaise with the Business Support team to provide information which supports the effective running of the school

#### **Leadership and Management:**

1. To line manage Learning Mentors and support staff based on the site ensuring that staff supervision, guidance and appraisal is implemented
2. To brief and debrief staff (Teachers and Learning Mentors) daily about their roles, any changes and any issues in relation to the young people and to co-ordinate staff roles effectively.
3. To support the school's self-evaluation process to inform the School Improvement Plan
4. To support the Board of Trustees and Senior Leadership Team in preparing the school for Ofsted
5. To contribute to the running of the whole school through attendance at Senior Leadership meetings.

#### **Professional and Personal Conduct:**

1. Support and contribute to the overall aims of the school carrying out all duties with full regard to the policies of MYL
2. To ensure that personal conduct within and outside the school does not conflict with the professional expectations of the organisation
3. To promote a positive image of MYL school and the wider work of the organisation
4. To develop positive, supportive and constructive relationships with students, parents and staff to support the achievement and progress of students
5. Carry out any other duties as are within the scope and purpose of the post as directed

**Manchester Young Lives is committed to safeguarding and promoting the welfare of children and young people. The highest priority is given to following guidance and regulations to safeguard children and young people.**

**The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).**

**PERSON SPECIFICATION- Pastoral Manager (Centre Lead)**  
**QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**  
**Essential (E) Desirable (D)**

<b>QUALIFICATIONS</b>	<b>Requirement</b>
ILM Level 3 Certificate in Management or equivalent experience	D
First Aid Qualification or be willing to gain an Appointed Person First Aid qualification within first year of employment	E
Designated Safeguarding Lead or willingness to obtain	E
Midas qualification, Fire Marshal training	D
<b>PRACTICAL SKILLS</b>	
Good literacy and numeracy skills – equivalent to level 3 standard of education	E
Be able to use a variety of IT applications to support information processing & communication	E
Good communication and interpersonal skills	E
Ability to maintain good working relationships and to relate well to adults and children & young people across a range of levels and abilities	E
Ability to assess H&S requirements in multi-purpose buildings e.g. fire evacuation	E
Awareness and skills in assessing safeguarding and risk management related to working with young people	E
Self-motivated and ability to work constructively as part of a team	E
Ability to provide to lead, organise and supervise a team. Provide coaching and support to staff to provide effective and engaging pastoral support to young people	E
<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b>	
A minimum of 2 years' experience in a supervisory role within a teaching and learning environment	E
Proven experience of delivering learning opportunities in KS3 & KS4	E
Experience under appropriate supervision of planning, preparing & delivering a range of effective learning programmes	A/I
Training in the relevant strategies e.g. Literacy, Numeracy, dyslexia, ICT, ADHD etc	E
Full working knowledge of relevant policies and relevant legislation i.e. safeguarding, ECM	E
Full working knowledge of National Curriculum, Foundation Learning and other relevant learning programmes & strategies for KS3 & KS4	D
Relevant experience of working with young people with additional needs i.e. SEN, ADHD	E
Experience of supervising the work of individuals and teams e.g. supervision and appraisal	E
<b>PERSONAL ATTRIBUTES</b>	
Candidates will need to demonstrate that they can draw upon the attributes possessed in the context of their role, including:	
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.	E
Ability to constantly improve own practice & knowledge through self-evaluation & learning though others	E

The ability to work constructively as part of a team, to understand classroom responsibility and own position within these	E
Energy, vigor and perseverance	E
Enthusiasm, adaptability and resilience	E
Commitment, reliability, integrity & good judgment	E
Be confident, positive & approachable	E
The flexibility to adapt to changing workload demands and new school challenges.	E