

Pastoral Manager – Job Description

POST TITLE: Pastoral Manager

GRADE : NJC Scale 5

POST REPORTS TO: Assistant Head

HOURS: 37 hours per week, Term time only plus 3 weeks to be negotiated.

LIAISON WITH: Colleagues in school, parents, outside agencies.

MAIN PURPOSE OF THE POST

To support students' learning by focusing on behaviour, seeking to work with parents and outside agencies to develop positive attitudes and approaches to achievement.

Attendance and Punctuality

- To support the monitoring student attendance and punctuality and work with tutors to ensure that school procedures are properly followed
- To work with parents, students, staff and outside agencies (e.g. Services for Young People, Social Care) to raise levels of attendance for identified students
- To work proactively with staff to remove barriers to full attendance at school
- To use regularly our systems to promote and reward excellent attendance and punctuality.

Student Behaviour

- To liaise with subject staff in order to promote positive behaviour for learning in school
- To engage parents in their child's school experience and to work together to remove any barriers to student success in school
- To develop a positive working relationship with students
- To work as a member of a team, identifying issues and exploring and implementing solutions. In particular: to investigate reported incidents (eg bullying, behaviour on corridors) and implement the school's behaviour policy including, where appropriate, sanctions
- To be responsible for monitoring the behaviour both of identified individuals and groups of students through agreed reporting systems
- To assist the Year Co-ordinator in the preparation of reports for external agencies
- To work closely with the school's Flexible Learning Area staff in supporting students experiencing difficulties in school
- To be proactive in identifying issues of concern to students and working to develop whole school approaches to address these
- To maintain student records using agreed formats
- To use information from school data to inform actions and decisions
- To work in line with school procedures and expectations, for example on uniform.

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A place of excellence where learners are proud of their school and confident of success

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Welfare

- To monitor student welfare and identify pupils causing concern
- To liaise with the Assistant Headteacher and external agencies where appropriate to support students
- To be aware of and act promptly with regard to Safeguarding and Child Protection issues via the member of staff with responsibility for child protection.

General Responsibilities

- To deal with behavioural problems during the school day including the lunch break
- To keep appropriately detailed records of interventions with students
- To participate in school routines and rotas
- To have responsibility for promoting and safeguarding the welfare of all students
- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head.

