

# Job Profile

## Pastoral Manager

### Level 2

<b>Job purpose:</b>	To provide pastoral care to, and support pupils for their mental and physical welfare, encouraging positive attitudes and behaviour around the school.		
<b>Reporting to:</b>	Headteacher, School Business Manager		
<b>Responsible for - Staff</b>	NA		
<b>Liaising with:</b>	Headteacher, teachers, children, parents/carers		
<b>Grade of post:</b>	G6	<b>Gauge ref:</b>	A23316
<b>Disclosure level:</b>	Enhanced		

#### Job Outline

- To assist in the implementation of the pastoral care and guidance system for the school and provide administrative support.
- To play an active role in the development and implementation of all safeguarding policies and supporting procedures.
- To liaise with a range of people including parents/carers.
- To assist in the development and implementation of education / behaviour / support / mentoring plans.
- To assist in the assessment of students to identify those in need of particular support.
- To co-ordinate support and intervention strategies and intervention packages, both internal and external, for vulnerable students.
- To manage and co-ordinate the supervision of pupils who are not working to a normal timetable.
- To monitor and evaluate student's responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.
- To manage record systems and processes and be responsible for child protection documentation.
- To plan and deliver workshop sessions on a range of issues and extra-curricular activities as appropriate

#### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

#### Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

# Person Specification / Pastoral Manager Level

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References
Experience of working with young people aged 4 – 16 in a voluntary or other professional capacity	E		A, I, R
Experience and understanding of Every Child Matters within a school setting	E		A, I
Experience of working in primary school sector or similar environment		D	A, I

## B. Training and Qualifications

	Essential	Desirable	Source
5 X GCSE's at grade C or above including English & Mathematics	E		A
Counselling or Mentoring qualification – level 2		D	A
Safeguarding Training	E		

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of the national curriculum requirements in order to give appropriate support and preparation to children	E		A, I
Knowledge of relevant legislation	E		A, I
Understanding of inclusion, behaviour and attendance issues	E		A, I
Knowledge of how to deal with a range of different pupil behaviours	E		A, I

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Understanding of the main challenges for pupils in the school setting	E		A, I
Understanding of teaching and learning strategies and how these impact on pastoral issues		D	A, I

## **D. Personal Skills, Abilities and Competencies**

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to work sensitively with others to build effective relationships	E		A, I
Commitment to and ability to promote a positive ethos within the school	E		A, I
High quality people skills to deal with difficult situations	E		A, I
A clear understanding of the impact of school improvement.	E		A, I
Ability to use initiative to respond to and resolve problems in the short term	E		A, I
Commitment to collaboration and sharing of resources and expertise across the whole school	E		A, I
Ability to utilise a range of ICT functions	E		A, I
Very good organisational skills			
Very high level of communication skills to deal with children and adults	E		A, I
High levels of commitment, enthusiasm, inspiration and motivation	E		
Ability to encourage and influence parents/carers to work co-operatively with the school and involve them in their child's education	E		A, I

## **E. Legal Issues**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I