

<b>JOB TITLE:</b>	<b>Pastoral Manager</b>
<b>REPORTS TO:</b>	<b>Head of Year and Head of School (Upper &amp; Lower)</b>
<b>DEPARTMENT:</b>	<b>Pastoral</b>
<b>SECTION:</b>	<b>Secondary School</b>

---

### **PURPOSE OF JOB**

Working as a key member of the pastoral team, you will manage the behaviour of pupils and work effectively with other staff, families and carers to overcome behavioural obstacles to learning.

The specific accountabilities of this role may alter from time to time to meet the needs of the school and some dedicated duties will be agreed with the post holder. Accountabilities will include (but not be limited to) the following:

### **Support students**

- Working with the Head of Year (HoY) to support the well-being of all students.
- Supporting the HoY to develop a Year group ethos.
- Work with HOY to improve attendance. This will involve liaising with attendance officer, Head of Year, Inclusion manager, SENCo and parents with any concerns regarding Attendance, as well as strategies to support students.
- Analyse students' late to school and issue with sanctions as appropriate
- Record events that have occurred with reference to behaviour, bullying and issues with behaviour.
- Monitor uniform and intervene when uniform is inappropriate (support from HOY when required).
- Monitor students on report.
- Counselling referrals – liaise with student and counsellor (through panel) and contact parents when required.
- Liaise as required to ensure the progress of students educated off-site
- Support provision across the curriculum liaising with staff over issues relating to the student(s) progress or well-being
- Establish productive working relationships with students, acting as a role model
- Provide pastoral support to students
- Provide information and advice to enable students to make choices about their own learning / behaviour / attendance

### **Support the HOY**

- Provide a point of contact with students
- Meet regularly to discuss concerns/progress with HOY.

- Record and report incidents through the Stringer Learning Gateway (SLG) and CPOMS.
- Liaise with the appropriate HOY, SENCo or inclusion Manager on any concerns. Report as required to SLT.
- Support/lead assembly ensuring a smooth start and finish.
- Provide a telephone screening and message service for the HOY and tutor team, using judgement to respond to caller, refer as appropriate, and manage their queries wherever possible.

### **Attend meetings for specific students**

- Attend meetings and complete paperwork for supportive meetings for students as appropriate

### **Supporting Behaviour for Learning**

- Taking part in the on call rota
- Supervising the Internal Exclusion room as part of the rota
- Staffing the HUB to attend to student queries and parental queries during the school day
- Managing incidents, investigating as appropriate and referring investigated incidents to HOY and SLT as appropriate

### **Teaching and learning of students**

- Collecting and posting/uploading of work for students who have long term sickness.
- Help to organise the induction of new students' mid-year.

### **Rewards**

- With HOY jointly organise whole-Year group rewards events.
- Liaise with staff regarding the rewards programme.

### **General**

- To undergo regular appraisal, supervision and training as necessary to update skills and knowledge.
- Provide front of house support if required at Parent's Evenings
- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Head teacher.

### **Role Demands**

- Use of initiative to organise own workload and respond independently to unanticipated problems and situations
- Ability to meet scheduling deadlines and service priorities
- Good communication skills
- Some flexibility on work hours may be required

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.*