



SOUTH WILTS GRAMMAR SCHOOL **JOB DESCRIPTION**

Job Title: Sixth Form Pastoral Manager

Responsible to: Director of Sixth Form

Job Purpose: To provide mentoring and pastoral support to students in the Sixth Form.

Responsibilities:

All employees are expected to uphold the following professional attributes:

- To carry out duties as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation
- To uphold the school's principles, ethos and policies
- To communicate effectively with students, colleagues, parents and carers, conveying timely and relevant information where necessary
- To evaluate your performance and be committed to improving your practice through appropriate professional development
- To act upon advice and feedback and be open to coaching and mentoring
- Engage with continuing professional development
- To know the current legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of children and young people

Supporting student learning

- Attendance to lessons where needed.
- Listening to a student's problems and taking appropriate action or seeking advice to resolve the issue.

Supporting student well-being

- Develop methods of promoting/reinforcing the students' self-esteem and independence.
- Establish a supportive relationship with students
- Reinforce the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- Attend 6th Form Open afternoons to promote pastoral support within the 6th Form and help make students visiting feel welcome
- Support with maintenance of notice boards within 6th Form
- Support with locating students who are missing from lessons and contacting parents where necessary
- Record all communications relating to student support on CPOMS and liaise with DSL where appropriate.
- Establish constructive working relationships with students often on a one-to-one basis
- Discuss attendance, punctuality, work ethic, progress and well-being issues with students
- Run small group support sessions
- Meet with and support students on their return to school after an extended absence
- Run regular drop-in sessions for students so they can raise concerns and pass these concerns on to relevant people, SENDCo, Counsellor, Tutor etc

- Work with Heads of Year 12 & 13 and tutors to support them with day-to-day matters relating to individual student

Contact with Parents

- Record all communication with parents/carers with school on CPOMS and share relevant information with staff.
- Be a point of contact for Pastoral concerns, receive and record information and pass it on to the relevant staff

Contact with outside agencies

- Liaison with police, school nurse, EWO, CAMHS and others as needed

N.B

The post-holder may be required to perform duties other than those given above under the direction of the line manager/supervisor and/or Headteacher. There may be times when the post-holder is required to work additional time (e.g. for tutor meetings/meetings with parents) and this would accrue TOIL/Overtime. Any TOIL or overtime must be discussed with the HR manager in advance.

These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.



SOUTH WILTS GRAMMAR SCHOOL
Sixth Form Pastoral Support Manager
Person Specification

	Essential	Desirable
Skills and Abilities		
• Enthusiasm and excellent sense of humour	✓	
• Ability to work well under pressure and prioritise workloads	✓	
• Excellent time management and organisation	✓	
• Ability to plan strategically and implement initiatives	✓	
• Strong ICT skills	✓	
• High level interpersonal and communication skills	✓	
• Ability to work on own initiative	✓	
• Ability to work as a member of an effective team	✓	
• Ability to develop innovative strategies for student support	✓	
• Patience and flexibility, and an ability to motivate and encourage	✓	
• Willingness to learn	✓	
Education, Training and Professional qualifications		
• Evidence of participation in CPD opportunities	✓	
• First Aid certificate		✓
• Mental health first aid qualification		✓
• Willingness to develop knowledge and experience in safeguarding matters	✓	
Knowledge and Experience		
• Knowledge of the range of issues affecting students aged 16-18	✓	
• Knowledge of strategies to support students aged 16 -18	✓	