

SAPIENTIA EDUCATION TRUST

CITY ACADEMY NORWICH JOB DESCRIPTION

PASTORAL AND BEHAVIOUR MANAGER

Line Manager:	Assistant Headteacher Personal Development
Salary:	Points 26 - 28 of the Support Staff Scale Term Time plus 2 weeks FTE £36,124 - £37,938 per annum Pro rata £32,006 - £33,919 per annum, including an allowance for holiday pay

THE POST

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

At City Academy Norwich we recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

In saying this, no effort is spared to achieve a true partnership between school, parents/carers, and authorities, which will promote the physical, intellectual, emotional and social development of our children and young people in order that they may achieve their full potential.

As Pastoral and Behaviour Manager you are expected to take responsibility of promoting a positive, caring environment which focuses upon and addresses the needs of each individual child or young person to ensure a level of pastoral care which displays a commitment to the philosophy of City Academy Norwich.

On appointment, the successful candidate will be required to complete a six-month probationary period.

JOB SPECIFICATION

General Responsibilities

- Ensure that all policies, procedures and practices reflect the Academy's commitment to the importance and value of the individual. It is therefore your task to challenge and change any policies, procedures or practice which is discriminatory or prejudicial and which does not reflect or promote the ethos of

the school and ensure that they successfully reflect good practice and expectations of City Academy Norwich, Ofsted and legal guidance.

- Ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
- Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.
- Where deemed necessary by the Assistant Headteacher Personal Development, support Progress leaders and class teachers by assisting in classroom management and by providing basic supervision and care skills in relation to pupils' wellbeing and needs.
- To assist in developing and implementing individual educational and behavioural wellbeing programmes which look to support progress leaders to raise standards of students progress within the Academy.
- As Pastoral and Behaviour Manager you are expected to maintain strict confidentiality in all areas of your work.
- Hold a current DSL training certificate and have a clear understanding of safeguarding procedures and knowledge or experience of holding FSP (family support plan) meetings.

Designated Areas of Responsibility:

- Support of the Pastoral staff team by triaging calls from parents, undertaking investigations and restorative work as necessary
- As Pastoral and Behaviour Manager you will be expected to assist the Progress leader team ensuring that:
 - You are accessible to all members of the Pastoral and Senior staff team.
 - Adequate support is given to all members of the Pastoral and relevant areas of the Senior Leadership Team so that they may carry out their delegated duties effectively.
- To be responsible for the FSP (Tier Two) process within the academy ensuring that these students are individually supported
- To motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Pastoral Care'.
- To deliver, where appropriate, INSET for Pastoral and other Staff.
- Using the school systems to record Pastoral logs.
- Promote and maintain effective channels of communication within the school with agendas and minutes kept.
- Liaise with the Attendance Team for the monitoring of pupil attendance.
- Attend relevant Pastoral meetings internally, with parents / carers and external agencies as required.

Core job functions: Personal Responsibility

- To adhere to all academy policies including those relating to Race Equality, Equality Opportunities, Safeguarding and Health and Safety.
- To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- Be an excellent role model for all members of staff and for students in all aspects of Academy life. To be an exemplar of all Academy policies and practices to

include risk assessments as appropriate. To actively promote the aims of the Academy.

- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

Core job functions: Administrative Responsibility

- Take responsibility for aspects of student organisation, administration and display
- Collate records and reports as required
- Undertake such tasks as the Headteacher or line manager may require e.g. support administrative work and on occasions taking part in out of school activities, supporting students in a variety of activities etc.

Generic Accountabilities

- Assist in supporting and students at break and lunch times.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Attend daily and weekly meetings, and occasional meetings during evening hours, at weekends or in Academy holidays, as required to include annual review meetings where required.
- Make a positive contribution to all relevant areas of Academy life.
- Actively organise and participate in activities connected with the Academy.
- Develop effective working relationships with professional colleagues.

Safeguarding Children

Safeguarding | Child Protection

In accordance with the Academy's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Academy. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the City Academy Norwich or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

General Data Protection Regulation (GDPR)

The post holder will hold and process any personal data including sensitive (special category) personal data relating to students and parents / carers in

accordance with our legal obligations, for the purposes of safeguarding and child protection and in the manner set out in the Privacy Notice for parents and students and in accordance with our Data Protection Policy which can be accessed via the PA to the Headteacher at your request.

Freedom of Information

The post holder must be aware that any information held by the Academy in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Academy's policies and procedures.

Physical Demands

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

CITY ACADEMY NORWICH			
PERSON SPECIFICATION: PASTORAL AND BEHAVIOUR MANAGER			
Qualifications and Experience	Essential	Desirable	How Assessed? Application (A) Interview (I)
Educated to at least GCSE standard or equivalent in English and Mathematics certificate/s to be available at interview	x		A
High level of proficiency in the use of Microsoft Office packages/IT skills.	x		A/I
Relevant safeguarding / child protection qualifications and experience. Designated Safeguarding Lead Training is essential.	x		A/I
Experience of working with children/young people sometimes with additional needs in either youth work or school pastoral settings.	x		A/I
Hold a full UK driving license and have		x	A

use of their personal vehicle for business use.			
Experience of working with disaffected, challenging and vulnerable young people.	x		A/I
Experience and understanding of working with multi-agency professionals.	x		A/I
Knowledge and Skills	Essential	Desirable	
Passion for working with children with an innate ability to assess their needs and make relevant referrals.	x		A/T
Excellent written and oral communicator	x		A/I
Outstanding organisation skills with a flexible, adaptable and pragmatic approach	x		A/I
Understand the importance of positive role modelling	x		A/I
Ability to build positive relationships with young people, their parents and to work closely with individuals and organisations.	x		A/I
High level of resilience and the ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms.	x		A/T
Knowledge of and commitment to equality and diversity	x		A/I
A team player who can use their initiative and take direction and guidance where needed	x		A/I
Personal Qualities	Essential	Desirable	
Ability to employ strategies to improve a young person's self-esteem and self-worth through relevant signposting	x		A/T
Able to identify potential barriers to learning and engage in strategies to overcome these barriers.	x		A/T
Initiative and the ability to prioritise one's own work.	x		A/I
Ability to follow direction and work in collaboration with Line Manager.	x		A

Able to work flexibly to meet deadlines and respond to unplanned situations.	x		A
Be committed to team work but able to work unsupervised and on own initiative as required.	x		A/I
Evidence of excellent attendance and punctuality record.	x		A
Ability to communicate effectively and professionally with a variety of stakeholders by written and verbal means.	x		A/I
Commitment to the highest standards of child protection	x		I
Recognition of the importance of personal responsibility for Health & Safety	x		A
Commitment to the school's ethos, aims and its whole community	x		A/I

HOURS OF WORK

Working weeks	Term Time +2 Weeks / 40 weeks in total
Hours per week	37 hours
Normal Working Pattern	Monday-Thursday 8am-4pm Friday 8am-3.30pm
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Continuing Professional Development Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Points 26 - 28 of the Support Staff Scale
- Term Time plus 2 weeks
- FTE £36,124 - £37,938 per annum
- Pro rata £32,006 - £33,919 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 16.9% and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year, if you begin employment with the Trust, during the Academic Year or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join City Academy Norwich's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear workwear appropriate to the role and protective clothing will be provided by City Academy Norwich where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify City Academy Norwich employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of City Academy Norwich's Performance Management programme.