

## JOB DESCRIPTION

<b>Post title</b>	BMS Pastoral Manager	<b>Reporting to</b>	Assistant Principal – Behaviour Lead
<b>Location</b>	Shireland Collegiate Academy	<b>Grade</b>	Band D £21,269 - £24,920
<b>Contract type</b>	Permanent	<b>Hours of work</b>	37 Hours per week supporting alternative timetable to 5:15pm. Saturday working when required.

### Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

To work with individuals and small groups of identified students to raise attainment and improve behaviour.

### Duties and Responsibilities

- To work collaboratively with key stakeholders to agree targets and action plans to improve student engagement in learning, attendance and attainment.
- To monitor specific cohorts' behaviour data, formulate and conduct effective interventions.
- To support students with SEMH concerns and work proactively to address these.
- To take a lead role on before/during/after school duties and to delegate responsibilities for these to a wide range of staff.
- To swiftly and decisively put sanctions in place for low level disruption.
- To effectively delegate to other key members of the BMS team as and when appropriate.
- To support and encourage students to be able to participate fully in Academy life.
- To conduct 1;1 bespoke interventions for challenging students aiming to address the root causes of behaviour.

- To work with teaching staff to develop appropriate resources for use in individual/group sessions to support the learning of targeted students.
- To liaise closely with senior leaders and subject teachers regarding ongoing interventions with targeted students/cohorts.
- To provide support for students on alternative timetables.
- To provide support for Police Surgeries.
- To effectively monitor and consistently reflect on the efficacy of interventions.
- To take an active role in the management and delivery of programmes within the BMS.
- To attend parents' evenings/whole academy events.
- To lead and participate in meetings with families and staff to review progress, where appropriate.
- To support the effective management of the Seclusion area when required.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

## **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## **Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

## **Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.