**Job Description**

**Post Title: Pastoral Hub Manager**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 7 – 11 (£18,375 - £19,890) actual pay per annum**

**Hours of work: *Full Time, 37 hours per week, Term Time plus 2 weeks***

**Reporting to: Assistant Principal**

**Purpose of Role**

* To provide support for the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around school and mutual respect for members of the school community.
* To provide support and intervention to promote student attainment, achievement, attendance and well-being.
* To work as part of a team to promote and support whole school policies including raising attainment, behaviour, rewards, attendance and punctuality.
* To promote positive relations and ensure excellent communication across the school community and with external agencies.
* To participate in efficient, effective and proactive organisational and administrative support for the pastoral team

**Nature and Scope**

Working as part of this important team you will be required to carry out the duties outlined below. The nature of the Academy requires some of these tasks to be done regularly whilst others will be on an annual cycle. The successful candidate will be expected to work one week over the summer holiday which will be the week of release to students of examination results for GCSE, with the remaining week to be directed to meet the needs of the Academy.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

The post holder will be responsible for the day to day management of a pastoral hub, overseeing student conduct, administration and communications with staff and families.

**Wider professional responsibilities**

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To be part of the cover / buddy rota for Support Staff.

**Pastoral support**

* To support in the monitoring of attainment & achievement and support interventions such as “catch-up” and targeted interventions to raise standards and outcomes
* To support in the monitoring of attendance and punctuality and take positive steps to improve attendance
* To support in the organisation and supervision of detentions.
* To organise and manage the pastoral hub space.
* To monitor school uniform and behaviour around the site.
* To undertake break and lunch duties as part of the pastoral team.
* To support the tracking of student’s attainment and achievement and offer intervention support to maximise student outcomes.
* To meet and counsel students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions.
* To act as a key worker to identified students and to maintain appropriate records
* To carry out, analyse and review informational trawls for identified students.
* To refer students for additional support in consultation with the Year Managers.
* To support making organisational arrangements for the admission and induction of new students.
* To work under the direction of the DSL with regard to any safeguarding concerns

**Communication**

* To ensure good communication with parents/careers, members of school staff and outside agencies.
* To prepare for and attend multi agency meetings as appropriate

**Administration**

* To support the organise the administration of pastoral procedures
* To ensure student files and SIMS records remain up to date
* To support the organisation of year group events including Parents’ Evening.
* To promote and support Educational Trips and Visits.
* To support the organisation and distribution of progress data and student reports.
* To be involved in the preparation of student references.
* To working together with Year Managers to organise and support key events with a particular year group as appropriate, including transition, Option Choices.
* To be part of reception cover rota during school holidays

**Inclusion support duties**

* To contribute to effective programmes for inclusion for students, liaising across the curriculum as appropriate.
* To organise work for students in reflection or refocus
* To undertake 1:1 work with students as part of our restorative ethos

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* All job descriptions are subject to change as the needs of the academy changes.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |