

Job Title: Pastoral Manager	Pay Scale: PPS 11
Normal Place of Work: Lincoln Academy	Line Manager: Head of Year/Assistant Headteacher
Role Summary: Manage the provision of pastoral and administrative support for students in a particular Year Group. Whole academy focuses to be agreed on appointment. To work closely with the Head of Year and to support all colleagues in the Pastoral Team to ensure the pastoral welfare of students in the Academy. To work closely with outside agencies and families ensuring the welfare of students; initiating and leading Early Help Assessments.	

DUTIES AND RESPONSIBILITIES

- Take responsibility for the pastoral care of students in a particular Year group:
 - Maintain the standards of uniform, attendance, punctuality, behaviour and discipline.
 - Liaise directly with the Head of Year regarding pastoral issues;
 - Liaise with the Attendance Officer to ensure attendance expectations are being met in the Year Group.
 - Assist with home visits, if required.
 - Liaise with teaching colleagues regarding pastoral issues which may affect learning;
 - Act as a first point of contact for parents regarding all pastoral issues.
 - Communicate with parents as necessary to support behaviour and other issues (primary in conjunction with other behaviour leads) ;
 - Act as a Learning Mentor to support students with the most challenging behavioral and/or emotional issues;
 - Support students who join the Academy mid-term through the creation and implementation of a relevant induction programme;
 - Support students as above in Year Groups other than the one designated, as an active member of the pastoral team and covering for absence of other Pastoral Managers.
 - To deputies for the Head of Year in their absence.
- Take responsibility for the efficient running of all administrative aspects for the Year group including events:
 - Document all referrals in respect of behaviour, uniform, social and emotional issues;
 - Work in partnership with Learning Support staff to provide information to support the SEN Department, process of statements, reviews and referrals;
 - Accurately maintain the individual student log on SIMS
 - Provide on a modular basis, a data summary report to the Senior Leader and Head of Year including rewards and sanctions.
 - Provide attendance data for specific students, form groups, year groups, Key Stage and other designated groups;
 - In conjunction with the Attendance Officer, track attendance and implement strategies to improve attendance, including meeting with parents and, where necessary, home visits with the Attendance Officer;
 - Support Year group events, e.g. Parents' Evening, reward trips, assemblies.
- Take an active role in organising holistic student support:
 - Liaise with other key staff within the Academy to organise support, eg Team Around the Child (TAC).

- Represent the Academy at meetings with outside agencies.
4. Manage the day-to-day medical issues of students:
 - Provide the necessary primary aid and, where appropriate, longer-term support eg for students needing support to manage diabetes.
 5. Support the Academy's behaviour support system:
 - Support the behaviour system within the Academy.
 6. When necessary, support students as above in Year groups other than the one designated, as an active member of the team.
 7. Such other duties as may be determined from time to time within the general scope of the post.
 8. To supervise at a designated point, student arrival, departure and lunchtime.
 9. Carry out work on behalf of the Assistant Head/Heads of Years in relation to pastoral matters.

This list is not exhaustive and you may be required to undertake any additional duties within the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Pastoral Manager

		Essential	Desirable	How assessed*
	EXPERIENCE			
1.	Experience of Dealing with Safeguarding issues		x	AF/IV/R
2.	Experience in the use of IT	x		AF/IV/R
3.	Experience of working in a multi-agency arena		x	
4.	Experience of supporting groups of students as well as students on a one to one basis	x		
5.	Demonstrate commitment to safeguarding and ensuring and promoting the welfare of children and young people.	x		
	EDUCATION/TRAINING/QUALIFICATION			
6.	GCSE English and Maths grade (A*-C) or equivalent experience	x		AF/CERT
7.	Proficient in the use of email and the internet	x		AF/CERT
8.	NVQ Level 3 in Student Support or equivalent.		x	
9.	First aid training or the willingness to achieve the first aid training certificate	x		AF/CERT
10.	Further relevant qualifications		x	AF/CERT
11.	Level 2 IT Qualification/ Experience or equivalent	x		
	SPECIAL KNOWLEDGE			
12.	Knowledge of current procedures for Fixed Penalty Fines, and prosecutions		x	AF/IV/R
13.	Knowledge of current procedures for absence and attendance		x	
14.	Experience of working with students and supporting groups of students as well as students on a one to one basis.		x	
15.	Fully conversant with safeguarding requirements, legislation, systems and practices at an operational and strategic level		x	AF/IV/R
	SKILLS – DISPOSITION			
16.	Good organizational and administrative skills	x		AF/IV/R
17.	Outstanding communication skills in dealing with a wide range of people	x		AF/IV/R
18.	Ability to communicate effectively with all stakeholders across a wide range of complex issues		x	AF/IV/R
19.	Ability to motivate students, good interpersonal skills.	x		
20.	A high degree of emotional intelligence with the ability to rapidly analyse and evaluate situations and effectively apply de-escalation techniques.	x		AF/IV/R
21.	Working to deadlines and targets	x		AF/IV/R
22.	Have a flexible approach to ensure demanding targets are met.	x		AF/IV/R
23.	Able to work on own initiative as well as part of a team	x		AF/IV/R
24.	Able to work under pressure to meet specific deadlines		x	AF/IV/R
25.	Full UK driving license		x	AF/IV/R
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			

26.	Willingness to update and adapt skills as required.	x		IV
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*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Employee.....

Dated.....

Signed Manager.....

Dated.....