Pastoral Manager

Job Description

POST TITLE: Pastoral Manager

Hours: Full Time

Grade/Salary: Grade F
Pay point: 17 – 23 (£31,022- £34,434) Dependent on experience

Contract type: Permanent

JOB PURPOSE - Main Responsibilities of the post:

1. To assist the Head of Year in managing and supporting a team of Progress Tutors and a cohort of students in a specific year group ensuring all students achieve the best outcomes of behaviour, wellbeing and academic attainment.
2. To communicate effectively with, and disseminate information to, the Head of Year on all matters relating to the year group.
3. To attend all Progress Team meetings and contribute where appropriate.
4. To gather, update and monitor pastoral records (including CPOMS, Continuum of Need, attendance and behaviour) as directed by the Head of Year
5. To employ the 'On Call' Standard Operating Procedure within the whole school Behaviour Management System.
6. To assist Progress Tutors during progress time/assemblies, giving particular mentor support/guidance to pupils experiencing 'behaviour' obstacles to their learning.
7. To monitor and support classes (within the year group) who have cover, to ensure positive behaviour for learning.
8. To develop excellent relationships with students and provide support to enabling pupils to make choices about their own learning, behaviour and attendance.
9. To provide regular feedback (utilising rewards/sanctions where appropriate) to students regarding progress, achievement, behaviour and attendance.
10. To foster excellent relationships with parents and carers, including exchange of information and facilitation of their support for their child's attendance, wellbeing and behaviour.
11. To organise meetings (where appropriate) with parents to discuss and implement plans of action to further support their child's behaviour and wellbeing
12. To work effectively in partnership with external agencies including facilitating and organising meetings; for example, ELCAS, health assessments.

13. To manage, plan and oversee suitable support packages for pupils in their reintegration to school following a period of exclusion/absence.
14. To develop and implement a personalised support plan including one to one mentoring as appropriate; for example, part time timetables.
15. To develop a personalised induction plan for students new to BCHS.
16. To manage, plan and oversee the process of pupils on a managed move to and from another school.
17. To support the assessment of disadvantaged pupils to determine the appropriate interventions.
18. To be aware of, and appreciate, a range of activities, courses, organisations and individuals available to provide support for pupils to broaden and enrich their learning.
19. To liaise with organisations and individuals to plan and implement activities which enrich pupils' experiences; for example, Prom and associated resources
20. To assist with the supervision of pupils on visits, trips and out of school activities as required.
21. Supervise pupils in out-of-school hours activities as required.
22. To attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the school, thereby ensuring you take responsibility for your own continuing professional development.
23. To provide cover for mainstream lessons one day per week
24. To carry out a share of supervisory duties in accordance with the duty rota schedules.
25. To model professional standards of communication at all times.
26. To maintain professional standards of behaviour and model the standards that you would expect of the children in your year group.
27. To be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection - reporting all concerns to the appropriate person.
28. To support, uphold and implement all school policies and procedures.
29. To carry out any other duties and tasks relevant to your post designated by SLT and the Head of Year.
30. To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning.
31. To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils.
32. To assist the teacher in the management of pupils and the classroom.
33. On occasion, to support the school, you may be required to plan, carry out and evaluate online interventions and remote learning opportunities.
34. Contribute to the creation of Individual Education plans and behaviour plans and support teachers in monitoring and providing evidence showing progress towards EHC plan targets, for identified pupils.
35. Contribute to EHC plan reviews where necessary.
36. To assist with the supervision of pupils out of lesson time. This will include during their break time and their lunchtime, providing meaningful activities for them to participate in.
37. To accompany teaching staff and pupils on visits, trips and out of school activities as required

and take responsibility for a group under the supervision of a teacher.

38. Undertake the role of Keyworker for nominated students, as chosen by the Senior Leadership team, having regular contact with them and building successful relationships with them and their Parents/Carers.
39. You will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head of Year.

Person Specification

CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

ESSENTIAL	DESIRABLE
• A good standard of education including English & Maths, i.e. minimum grade C or 4 at GCSE • Recent participation in relevant professional development • Experience of leading a successful team • A track record of delivering outstanding lesson	• Appropriate qualifications or training related to counselling and therapy for children and young people • Safeguarding training Level 2 or higher • Experience of supervising individuals, groups and classes during study periods • Working with a range of professional agencies and colleagues

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

ESSENTIAL
• A working knowledge and experience of dealing with young people • Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groups • Good time management skill • A general understanding of Child Protection issues • Ability to work as part of a team • Strong ICT skills

CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

ESSENTIAL
• A commitment to getting the best outcomes for all pupils and their families and promoting the ethos and values of the school • High expectations for children's attainment and progress • A passion for improving the outcomes of vulnerable learners • Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines • A caring approach and an ability to handle difficult situations in a sensitive and confidential manner • Ability to reflect and develop • A professional outlook and an excellent telephone manner • Resilience and enthusiasm • Excellent health & attendance record