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| **Post Title:** | Pastoral Manager |
| **Accountable to:** | Assistant Headteacher Culture and Climate |
| **Pay Scale:** | 5B |

**MAIN PURPOSE OF THE JOB**

To manage the pastoral care and supervision of a designated year group.

To support individual learners with their personalised programmes of support to enable them to actively engage in learning and aspire to success for themselves and others regardless of their barriers, in line with the school ethos.

The post holder will maintain a high profile in and around school during the day to ensure outstanding standards and our TORCH values are being met amongst staff and students.

**The post holder will have specific responsibility for:**

**Leadership and Management:**

Co-ordinate admissions procedures to the year team with the Pastoral Deputy Head.

Manage the pastoral care and supervision of the designated year group.

**Achievement:**

**a) Academic progress:**

* Support Y11 students in their learning and encourage positive attitudes and behaviour for learning in and around school.
* Provide in-class support for designated students as required.
* Contribute to Pastoral Support Plans for designated students including academic target-setting, monitoring and reviews.
* Support Head of Year to monitor and review student progress.
* Liaise with Head of Year, teachers and Subject Leads re. intervention strategies for students at risk of underachievement.
* Assist the Head of Year with the management of admin. related to designated students.
* Attend and support the organisation of Parent/Carer evenings and information evenings.
* Assist in the transition arrangements from one key stage to another.
* Assist with the coordination, monitoring and evaluation of strategies to raise student attainment.
* Promote use of planners and school communication apps to communicate with parents/carers re. homework/effort/achievement.
* Support the Head of Year to monitor use of planners.
* Liaise with parents/carers, school staff, external agencies to promote excellent achievement and remove barriers to learning.
* Reward and celebrate achievement and effort via telephone/letters home, stamps, rewards points, certificates; celebration events; reward trips.
* Liaise with Subject Leads and teachers to provide work for sick, absent or excluded students.

**b) Attendance and Punctuality:**

* monitor and review progress of designated students in terms of Attendance targets;
* identify students who are a cause for concern;
* provide effective intervention and support.
* Liaise with parents/carers, school staff, external agencies inc. EWS to promote excellent attendance/punctuality and remove barriers.
* Reward and celebrate good/improving attendance and punctuality via tutor time; telephone-calls/letters home; stamps, certificates; celebration events; reward trips.
* Promote, organise and lead Year Team trips and visits to reward good and improving attendance and punctuality inc. the collection, safe keeping and distribution of money.
* Monitor and run punctuality procedures that ensure that lateness to school is effectively tackled.
* Monitor and reduce internal and external truancy.
* Maintain accurate attendance records.
* Liaise with external agencies to work with hard to reach students.
* Liaise closely with parents of students with attendance concerns to raise their attendance.
* Work with the Leadership Team to manage new admissions.
* Encourage and develop parental contacts with Tutors and others as appropriate.
* Monitor punctuality and attendance, liaising with tutors, the Year Team, the Attendance Officer and subject staff as required and take any measures necessary to improve attendance, including holding attendance reviews and rewarding good attendance through assemblies and other measures.

**SMSC:**

* Deliver social skills development programmes to designated students.
* Reward and celebrate acts of good citizenship/contributions to the school/local community via tutor time; telephone-calls/letters home; stamps, certificates; celebration events; reward trips.

**Behaviour and Safety:**

* Support the school behaviour and rewards policy ensuring clarity and consistency
* Record in, monitor and respond to, classcharts and CPOMs alerts
* Monitor sanctions applied to designated students and ensure all stakeholders are aware and support students into the sanctions
* Work with support from the Year Team, tutors and teachers to manage behaviour incidents.
* Liaise closely with parents / carers regarding behaviour issues.
* Work proactively with the Year Team to prevent issues occurring.
* Support the school anti-bullying policy.
* Liaise with outside agencies to intervene in hard to reach families to remove barriers to learning.
* Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.
* Promote student voice and get students actively involved in school life.
* Liaise with SENDCO to remove barriers to learning for students with SEND.
* Implement the school’s Inclusion and Safeguarding policies and practices.
* To be the first port of call for Safeguarding issues within the Year Team.
* Represent the school at Safeguarding case conferences and meetings with social care teams re designated students.
* Manage the Team Around the Family (TAF) process for designated students, liaising with Head of Year, and the Attendance and Welfare Manager.
* Act as the first point of contact for parents /carers of designated students, referring information/issues promptly onto the appropriate member/s of staff/external agencies.
* Support the Head of Year to:
  + monitor the behaviour of designated students
  + identify students whose behaviour is a cause for concern;
  + liaise with teachers, Leaders and external agencies re. intervention strategies.
  + Liaise with parents/carers, school staff, external agencies to promote excellent behaviour and remove barriers to learning.
  + Reward and celebrate good/improving behaviour via tutor time; telephone-calls/letters home; stamps, certificates; celebration events; reward trips.
  + Promote, organise and lead Year Team trips and visits to reward good and improving behaviour inc. the collection, safe keeping and distribution of money.
  + Provide supervision for students before and after school, at breaks and lunchtimes.
  + Implement the Anti-Bullying policy.
  + Record bullying incidents and provide prompt and effective intervention to respond to bullying incidents.
  + Liaise with students, parents/carers, school staff, external agencies to promote students’ safety and well-being and prevent bullying.
  + Support the Head of Year to implement the school’s Uniform and Equipment policies, inc.
  + checking uniform/equipment of designated students daily;
  + taking appropriate action, according to the policy, to respond to students out of uniform/without the correct equipment.

**General Duties and Responsibilities:**

* As a member of the Pastoral Team and Behaviour Strategy Team provide cover for absent colleagues to ensure that orderly systems are maintained for the benefit of the students and continuing positive calm and safe learning environments.
* Provide cover, as appropriate for tutor groups to ensure consistency of approach in the absence of other staff
* Take an active role in the safeguarding of young people across the school

**Qualifications needed for the role:**

* Level 2, or equivalent, in English and Maths
* A relevant workplace qualification or experience in school based behaviour management or syndrome awareness.
* Personal resilience
* Exceptional communication and organisational skills
* Proven success in working flexible to meet changing need.

**Other:**

Bridlington School high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Bridlington and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

**As a member of staff of Bridlington School:**

* Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
* Demonstrate a commitment to Positive Discipline
* Role model high levels of literacy and numeracy including modelling appropriate language
* Have high expectations of students
* Aspire to develop your professional skills and qualifications
* Use all forms of social media appropriately
* Take responsibility for the reputational management of the school
* Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required

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| **Employee signature:** |  |
| **Print Name:** |  |
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