

Pastoral Manager

Job Description

PURPOSE OF THE POST

- To lead, under the direction of senior leaders, a strong and consistent culture of attendance, behaviour and safeguarding across the school and college
- To ensure policies are implemented effectively, using your expertise to improve outcomes and establish best practice
- To line manage and coordinate the pastoral team, ensuring high standards and consistency in all systems and processes
- To build positive relationships with students, families and external agencies, supporting engagement, wellbeing and preparation for adulthood
- To work in partnership with staff across the school to deliver an effective and responsive pastoral provision, including targeted interventions

DUTIES AND RESPONSIBILITIES

Management & Leadership

- Promote inclusion by working collaboratively with students, families, staff and external partners to improve safeguarding, attendance, punctuality and behaviour
- Act as a key source of expertise and advice on pastoral matters
- Lead operational delivery in attendance or behaviour, including:
 - Monitoring and analysing whole-school data
 - Reporting trends and outcomes
 - Coordinating interventions
 - Liaising with external agencies
- Maintain strong knowledge of identified student groups and communicate key information effectively
- Attend and contribute to multi-agency and internal meetings
- Support parental engagement through workshops and meetings

- Contribute to staff development and training
- Lead regular pastoral team meetings
- Act as a point of escalation for pastoral concerns
- Monitor and quality assure that data systems are accurate and up to date and deliver CPD to secure improvements
- Collate and analyse data to support improved outcomes for students for key groups
- Coordinate student support through internal and external services
- Support organisation of pastoral events such as parents' evenings, assemblies, Prom
- Coach and develop pastoral staff
- Lead transition and reintegration support for students
- Provide timely reports to SLT, governors and external agencies
- Carry out home visits where appropriate
- Promote students' social, moral, spiritual and cultural development
- Ensure effective delegation within the pastoral team

Safeguarding

- Lead the effective implementation and quality assurance of safeguarding systems and policies
- Manage a caseload of safeguarding concerns under guidance from senior leaders
- Work collaboratively with social care and other agencies to support vulnerable students and families
- Lead or contribute to targeted intervention programmes
- Build strong partnerships with families and chair meetings where appropriate
- Ensure all safeguarding records are accurate, up to date and compliant
- Lead anti-bullying work and child protection processes
- Lead and attend meetings (TAF, CIN, CP and others)
- Work collaboratively with external agencies
- Contribute to safeguarding training and CPD
- Contribute to reports and information gathering for safeguarding leads
- Keep leaders informed of any significant concerns or incidents
- Undertake Deputy DSL training and responsibilities where required

Behaviour

- Ensure consistent implementation of the behaviour policy across the school

- Use data to identify trends and plan targeted interventions
 - Build positive relationships with students to improve engagement.
- Lead on supporting students to manage behaviour and develop independence
- Lead responses to behaviour incidents, including:
 - On-call support
 - Reflection and restorative processes
 - Incident debriefs and solution meetings
 - Communication with families
- Oversee behaviour systems and ensure accurate recording
- Lead enrichment provision (break times, clubs, holiday provision)
- Work with teams to deliver personalised intervention packages
- Lead on implementation of anti-bullying strategies and student wellbeing
- Promote positive engagement through rewards, events and celebrations
- Work closely with families to support student engagement, with the ability to challenge professionally.

Attendance

- Ensure consistent implementation of the attendance policy
- Monitor and analyse attendance data to identify trends
- Lead targeted interventions to improve attendance
- Work closely with students and families to reduce barriers, with the ability to challenge non-compliance professionally
- Engage and support harder-to-reach families
- Lead meetings with parents, including reviews and support planning
- Maintain strong knowledge of school, local and national attendance guidance and implement effectively
- Ensure accurate use of attendance systems and reporting
- Monitor attendance of students accessing alternative provision

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.

- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

SAFEGUARDING

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

All our employees are expected to demonstrate a commitment to our shared principles and the Oak Way.

Oak Learning Partnership is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

Pastoral Manager 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
<ul style="list-style-type: none"> • Degree or relevant experience in education, social care, youth work or similar • GCSE English and Maths (Grade C/4 or above or equivalent) • Experience working with young people, families and external agencies • Experience building effective professional relationships • Experience supporting students with SEND • Experience of managing and leading others • Confident in using IT systems and pastoral software • Strong understanding of pastoral needs of students aged 11–16/19 • Willingness to undertake DSL training 		<ul style="list-style-type: none"> • Significant experience leading attendance, behaviour or safeguarding • DDSL or Child Protection Level 3 experience
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		DESIRABLE
<ul style="list-style-type: none"> • Strong knowledge of strategies to support safeguarding, behaviour and attendance • Ability to lead safeguarding responses effectively • Understanding of best practice to be able to implement school policies and procedures effectively • Experience mentoring and supporting colleagues • Ability to challenge professionally and advocate for students • Skilled in tracking, analysing and responding to data • Creative and solution-focused thinking • Strong written and verbal communication skills • Ability to manage competing demands and prioritise workload • Ability to remain calm and effective under pressure • Full driving licence 		<ul style="list-style-type: none"> • Knowledge of relevant legislation and policy frameworks • Experience building partnerships with parents and agencies • Experience leading projects or school improvement • Experience delivering training • Understanding of managing child-on-child behaviours

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

- Ability to lead and support others effectively
- Strong organisational skills to manage a busy team
- Builds positive, respectful relationships with students
- Models high expectations and professional conduct
- Works collaboratively and seeks support when needed
- Engages positively with parents and carers
- Reflective and committed to improving own practice by engaging in CPD
- Reliable with strong attendance and punctuality