

# PASTORAL MANAGER

## Harris Academy Clapham

Grade 7 (Inner London) + Performance and Loyalty Bonus  
+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)  
+ Additional Harris Benefits



# Main Areas of Responsibility

**Purpose of Post:** To lead and manage the pastoral needs of your year group by developing effective systems and strategies to ensure that all students in the year group are supported to enable them to fulfil their educational potential.

## Leadership Responsibilities

- To contribute to the whole School Improvement Plan in conjunction with the lead tutors and Pastoral Lead (AP)
- To contribute to the development of effective monitoring and evaluation of pastoral systems and to support the School Self Evaluation Form (SEF)
- To contribute to and support the Pastoral Lead (AP) in planning programmes of intervention for those students who show significant underachievement and barriers to learning
- To contribute to leadership team meetings with detailed weekly behaviour analysis and actions
- To track and monitor behaviour interventions to ensure they have impacted

## Student Management

- To participate in the development and implementation of strategies to maintain acceptable student behaviour
- To be responsible for the management of student behaviour within the year group e.g. use of detentions, reports, telephone calls and letters home, meetings with parents, referral to SRC, recommendation for exclusion to the Assistant Principal
- To develop and manage systems for the monitoring and tracking of students out of lessons
- To motivate and reward student and work with teachers to ensure they continue to motivate as well as challenge students
- To participate in the planning and delivery of year group assemblies that promote learning and achievement as appropriate
- To lead in the development of effective relationships with parents using a variety of communication systems e.g. meeting with parents, phone calls, letters and attending parent events
- To establish and maintain effective administration systems both manual and electronic to ensure that every student's information is up to date and accurate

## Student Welfare

- To lead in the development of robust and effective student welfare strategies to ensure that students' welfare is managed and monitored.
- To develop and implement effective strategies for conflict resolution for managing student and staff relationships
- To be responsible for implementation and monitoring of the academy's policy on uniform within the year group, including disciplinary procedures and parental contact/meetings as required.
- To be responsible in the event of very serious incidents, for the collating of information required by the Pastoral Leader or Senior Management for disciplinary action
- To establish and manage systems for the support and guidance of students during examinations, utilising all available stakeholders.
- To develop, build and maintain relationships with outside agencies who may become involved with individual students.
- To lead in student welfare meetings with external agencies or other school groups as required.

## General Responsibilities

- To be responsible for the completion of student reports, references and records.
- To be responsible for the inclusion of information regarding behaviour and relationships in student reports to support the academic reporting by teaching staff.
- To establish forums for parental consultation and discussion.
- To establish systems which facilitate “student voice “.
- To manage year group information systems utilising all available media’s e.g. year information notice boards, internal information screens, school web site.
- To undertake morning break and lunch break duties as required.
- To attend and contribute to school meetings as required.
- To provide First Aid assistance and maintain an up-to-date qualification
- To carry out all responsibilities with due regard to Health and Safety legislation
- To carry out all responsibilities with due regard to Equal Opportunities legislation
- Any other such duties which may be reasonably required from time to time

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010). Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# Person Specification

Attributes	Description
<b>Qualifications &amp; professional development</b>	<ul style="list-style-type: none"> <li>• A good standard of education</li> <li>• Evidence of pastoral related training</li> <li>• Evidence of recent relevant ICT training</li> <li>• Current First Aid certification, or willingness to undergo training</li> <li>• Current mini-bus licence or willingness to undergo training to get one</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with students from the 11-16 age range</li> <li>• Experience of using ICT to monitor attendance and punctuality, or willingness to undergo training</li> <li>• Experience of developing student autonomy through strategies such as peer mentoring</li> <li>• Experience of using extra-curricular activities to enhance motivation and attainment</li> <li>• Experience of raising levels of attendance and punctuality through rigorous monitoring, reporting and follow-up action</li> <li>• Experience of using ICT for curriculum and administration purposes</li> </ul>
<b>Knowledge, skills &amp; attributes</b>	<ul style="list-style-type: none"> <li>• Secure commitment to clear aims and objectives for the year group</li> <li>• Prioritise, plan and organise</li> <li>• Work as part of a team</li> <li>• Understanding of the issues facing young people and adolescents</li> <li>• Understanding of the Every Child Matters agenda</li> <li>• Genuine liking of young people</li> <li>• Ability to form constructive relationships with young people</li> <li>• Ability to set and maintain high expectations and standards</li> <li>• Ability to liaise with parents and teaching staff</li> <li>• Good ICT knowledge and skills</li> <li>• Good literacy skills</li> <li>• Ability to work independently</li> <li>• Excellent organisational skills</li> <li>• Evidence of understanding equal opportunities issues</li> <li>• Patience and understanding</li> </ul>

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018)
- 4) Safeguarding children

# HOW TO APPLY

Please refer to the advert on our online website to apply. For a confidential discussion about this post with the Principal or for more information, please contact the academy on 0204 513 9350 or [info@harrisclapham.org.uk](mailto:info@harrisclapham.org.uk)

## BEFORE YOU START YOUR APPLICATION

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

## HELP AND SUPPORT

For our Help and Support completing your application, visit [www.harriscareers.org.uk](http://www.harriscareers.org.uk)

## SAFEGUARDING NOTICE

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.