



HECKMONDWIKE GRAMMAR SCHOOL

HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE:	Pastoral Manager
SALARY GRADE:	R18 (pt18 – 22) £24,982 to £27,041 Actual Salary £22,278.95 to £24,115.16
CONTRACT TYPE:	Permanent
WORKING HOURS:	8.00am to 4.30pm Monday to Thursday, 8.00am to 4.00pm on a Friday 37 hours per week. Term Time + 10 days
RESPONSIBLE TO:	Assistant Headteacher

GENERAL DESCRIPTION

- a) To provide leadership and operational management of behaviour and standards across the school including raising the aspirations, motivation and achievement of students
- b) To contribute to the strategic leadership of the pastoral system across the school.
- c) To implement and take responsibility for the House Reward systems within the school
- d) To liaise with staff, parents, other education institutions and multi-agency partners to support students' progress and behaviour.

Standards

- 1. To be responsible for ensuring that staff fully implement the House Reward system
- 2. To monitor student performance and implement improvements where appropriate.
- 3. To be responsible for the school House Reward system working with all staff and in particular the Assistant Headteacher and the Data Manager, demonstrating an understanding of pastoral procedures to students, staff and parents.
- 4. Sharing information and ideas, and providing guidance on the reward system to all staff where appropriate.
- 5. Liaise with tutors and teachers on areas of concern and or/positivity.
- 6. Develop and improve the rewards system through monitoring and evaluating the quality of tutor sessions, and student engagement and learning walks.
- 7. Co-ordinate individual, group and whole class intervention programmes across the whole school including assemblies.
- 8. To support and liaise with key staff; Heads of Year, Achievement Leaders, Welfare Officer, SENDCo and Attendance & Health Officer by contacting parents, making home visits and attending meetings with parents/carers of students who require intervention or other support.
- 9. To deliver targeted support to students, including those with Special Educational Needs and Disabilities
- 10. To record and maintain accurate student records, in line with Data Protection legislation and policy and procedures.

Other Duties

1. Actively keep abreast of developments related to the role.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time, in consultation with the post-holder.
3. To take reasonable care of the health and safety of self, other persons and resources whilst at work.
4. Provide academic references for students where appropriate.

Review, induction, further training and development

1. To participate in arrangements for further training and professional development as including those needs identified in appraisal objectives or appraisal statements
2. Keep up to date with role-related national developments in schools and Sixth Form Colleges so that the best practice can be utilised.

Discipline, Health and Safety

1. To safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

1. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Administration

1. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.