

## **JOB DESCRIPTION**

**Job Title:** Pastoral Manager

**Grade:** 4

**Purpose of Job Role:**

- To work in partnership with centre leaders, classroom-based staff, parents, young people and other professionals to address barriers to learning and ensure that all young people are able to engage with education. This will involve working closely with young people to ensure they are accessing lessons and if this is not possible, working with others to develop creative and innovative strategies to improve access to education. Timely and accurate record keeping is a vital part of this job role as are excellent communication and record keeping skills.

**Duties and Responsibilities:**

- To promote and maintain high expectations of engagement with school for young people, families and other stakeholders
- To apply an understanding of motivators and use this to engage with young people and families
- To communicate effectively with others verbally and in writing and keep accurate records of all communication
- To work closely with Academy leaders (centre and curriculum) and classroom based staff as part of an effective and cohesive team
- To raise achievement and enable young people to have full access to educational opportunities and engage in learning
- To be persistent and motivational in approach, adopting creative strategies to target individual need including the development of challenging learning and behaviour targets
- To implement early intervention strategies to prevent the need for escalation
- To use progress data, attendance data and incident data to monitor and report on progress of individuals and groups
- To attend meetings and training and provide reports or training materials
- To implement agreed behaviour management strategies in a consistent and effective way
- To develop and maintain excellent partnership working with all stakeholders
- To communicate competently and confidently in meetings using an evidence base rather than anecdotal information
- To monitor the effectiveness of interventions and review or adapt as necessary
- To provide regular reports on own observations of progress and engagement
- To manage the quick and successful transition of young people starting at or leaving the centre
- To manage the supervision, safety and learning of young people working outside the usual timetabled arrangements
- To ensure that families have access to the full-range of support services in consultation and agreement with Academy leaders and other professionals
- To establish and maintain effective professional relationships with staff, young people and parents
- To support the development of early help interventions for young people in line with current Birmingham Safeguarding Children Board priorities
- To keep and maintain accurate records of all interventions and produce and analyse relevant data
- To engage in professional development opportunities where directed and appropriate, adhering to the principle of performance management
- To use own initiative to develop and improve current working practices

**Other responsibilities:**

1. Take personal responsibility for promoting and safeguarding the welfare of young people they are responsible for or come into contact with.



2. Undertake and participate in relevant CPD and appraisal arrangements, with specific reference to obtaining access to resources and attending any relevant or refresher training courses i.e. DSL refreshers.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. May be required to work at any other sites within James Brindley, as the needs of the academy dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To perform other such duties as the line manager, Assistant Principals, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

**Team/s:** Centre Team, pastoral Manageemnt, inclusion Group

**Line manager/Appraiser:** Centre Leader

**Regular documented meetings with line manager (minimum twice per half term)**

**Responsible for:** -

**Job description issued after consultation**

**Signature of the Principal**.....

**Date** .....

**Copy received by**

**Signature of the Post holder**.....

**Date** .....

