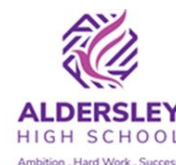


Post: Pastoral Manager – KS4

Responsible to: Assistant Headteacher – Pastoral

Pay Scale: NJC Grade 5



Job Purpose and Role: The main focus of this role is the pastoral care of students within the year groups and to work effectively with the AH - Pastoral, Tutors, Attendance Officer, other school staff and parents.

The Pastoral Manager is responsible for supporting good attendance, behaviour management and other welfare issues.

Key Accountabilities

- To provide pastoral support for students across year groups in the Key Stage phase
- To support in delivering and organising assemblies across the year groups
- To work with tutors, senior staff and support staff to ensure that students are successful, confident and happy.
- To ensure that students follow the school's high expectations, both in and out of the classroom.
- To participate in the transition processes and procedures from both Key Stages and year groups.
- To establish and maintain positive relationships with parents.
- To work closely with the learning support team to ensure that the educational, emotional and social needs of students, particularly disadvantaged and vulnerable students are met.
- To make sure that students' experiences reflect our ambition for a happy, purposeful school where all students are active participants in their own learning.
- Ensure that AHS values are fully represented in school, during lessons and around school.
- To monitor students' progress and to ensure that effective pastoral interventions are put in place to enable all students to be successful.
- To support the safeguarding team when working with students across the year groups.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
- To enforce uniform regulations, ensuring compliance by pupils.
- Ensure effective collaboration with the Attendance Officer to encourage high levels of attendance.
- To communicate effectively with the school's inclusion and SEN team to ensure you are supporting students and their individual needs.

- To ensure the inclusion database is updated regularly for all students within your year groups.
- To lead interventions sessions to students across different year groups to support key focus groups and individuals.
- To track and monitor conduct data for your Key Stage and work with the AH to improve overall conduct within school.

Job Description

Staff Development, Recruitment and Wellbeing:

- To take part in the school's CPD programme where applicable
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, be able to communicate and cooperate with bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.

General Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- You will be expected to carry out the professional duties of a pastoral manager as outlined in the School Teachers' Pay and Conditions document, currently in operation or any subsequent legislation.
- Complete daily duties throughout the day including morning, break and lunch time responsibilities.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each

individual task undertaken may not be identified.

- 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