

**LINCOLN CHRIST'S HOSPITAL SCHOOL
JOB DESCRIPTION**

JOB TITLE: Pastoral Manager	
GRADE: 6 points 15 – 18	
Reports to [Job Title]: Progress Leader	
1	<p>PURPOSE OF JOB: To support the Progress Leader in his/her role of being accountable for learner development, achievement and attainment of all students within their year group by applying effective and consistent pastoral support including monitoring attendance and behaviour, and sharing valuable information to facilitate student progress.</p>
2	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>First point of contact for students and parents – along with Progress Leader /when Progress Leader not asked or available.</p> <p>Responsible for monitoring attendance within the year group and liaising with families and the attendance team (Family Liaison Officer, EWO, SLT attendance lead) to ensure that falling attendance is noticed and early action taken; attending Attendance Panel and other meetings regarding students' attendance.</p> <p>Supporting and building relationships with families and students to help maximise their achievement in school.</p> <p>Support Progress Leader and tutors with their work within the year group.</p> <p>Attend afterschool meetings and assist Progress Leader with the organising of: Parents Evening, Options Evening, Pastoral meetings and Year Team meetings.</p> <p>Supporting and mentoring pupils who have been the victims of incidents with other pupils during the school day.</p> <p>Coordinating the investigation of behaviour incidents involving students, taking statements where necessary. This includes liaising with parents regarding investigations/problems/sanctions.</p> <p>Liaise with Deputy Safeguarding Officer who will represent the school in multi-agency meetings regarding pupils and families. This will include sharing information ahead of meetings, contributing to reports for Child Protection Case Conferences and possibly representing the school when necessary.</p> <p>Liaising with outside agencies, where support could be given to assist the students and their families. This includes making referrals (through the Deputy Safeguarding Officer where necessary) to agencies such as Parent Support Advisors, Children's Services, Addaction, Grief and Loss, Targeted Youth Team, Young Carers etc.</p> <p>Documenting evidence to keep pupils' safeguarding and academic files up to date with important and confidential information.</p> <p>Along with Progress Leader strategically monitor learning and barriers to learning to get a big picture of student/groups.</p> <p>Produce and respond to correspondence from parents and/or other professionals involved with the students' upbringing.</p> <p>Keeping staff updated with information regarding students who have problems with kit/homework/friendship problems.</p>

	<p>React immediately to truancy.</p> <p>To work with the Progress Leader with students entering or returning to school to identify those who need extra help in overcoming problems relating to attendance/behaviour and following a period of exclusion.</p> <p>Support the Inclusion Officers/teachers regarding incidents in school. This may include being called to classes to support a teacher to deal with poor behaviour and disruption when an inclusion officer is not available.</p> <p>Provide Emergency First Aid for the students in the year group when on rota, or refer them to the Designated First Aid responder at other times.</p> <p>Oversee the ClassCharts detention administration for your year group. This might include issuing detentions, printing and distributing detention slips daily and holding detentions as necessary. Mentor students – be available as someone the students talk to for various reasons.</p> <p>Support school policy and procedures regarding uniform, use of mobile phones while having an awareness of financial difficulties within some families impacting on school</p> <p>Coordinate students on report with the support of tutors and Progress Leaders.</p> <p>Enter information into ClassCharts as appropriate. Track behaviour data and assist with necessary interventions including signposting to the Progress Leader as necessary. This will include completing requests for exclusions, making the relevant calls to families and providing the progress leaders with the paperwork for readmission meetings.</p> <p>Coordinate common room duties undertaking these where necessary.</p> <p>Organising and assisting with trips/events (dependent on Year Group the Pastoral Manager is in), e.g., Year 11 Prom, end of year trip, administration for vaccinations etc.</p> <p>General clerical duties, including filing.</p> <p>Working collaboratively with the other member of the pastoral team to ensure the smooth running of the Pastoral Office.</p> <p>To be available to advise and support staff on matters of behaviour and attendance to facilitate improved outcomes for students. This will include signposting staff to specific support and checking consistent use of school policy.</p>
3	<p>MANAGEMENT OF PEOPLE No direct line management or supervision of other adults</p> <p>SUPERVISION OF PEOPLE Will sometimes lead and coordinate the work of a team of form tutors.</p>
4	<p>CREATIVITY AND INNOVATION The postholder works within defined policies, procedures and legislation governing the school. However, within this framework is considerable scope for flexibility and innovation when dealing with individual students or parents or with specific situations.</p>
5	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Very wide:</p> <ul style="list-style-type: none"> • Students • Teaching Staff • Other Support Staff • Parents • Outside Agencies, including the Police, the Health Services, Education Welfare,

	Social Services etc.		
6	DECISIONS		
	<p>a) Discretion – See (4) above – Guidelines and policies are in place but the postholder will need to make judgement calls, liaising with their Progress Leader.</p> <p>b) Consequences – There is a defined framework and a direct Line-Manager (the Progress Leader), so consequences would usually be limited to impact on individual families or children, but for some of the administrative duties, would be more whole school.</p>		
7	RESOURCES <i>The postholder is personally accountable/responsible for the following:</i> N/A		
8	WORK ENVIRONMENT		
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i> Significant. Administrative duties never cease, but the unprecedented demand made by parents and students means that the work demand can be significant.</p>		
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc.</i> Normal office duties</p>		
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i> Well-lit and well-ventilated general office environment. However, might be required to deal with student conflict and aggression, deal with an injured child or an aggressive parent.</p>		
	<p>d) Work Contact See c) above</p>		
9	KNOWLEDGE AND SKILLS <i>required to be fully competent in the post.</i> Literate and numerate at least to grade C or higher of GCSE, or preferably beyond. Highly ICT literate, excellent communications skills, written and oral. Organised, able to work under pressure and meet deadlines. Resistant to stress.		
10	GENERAL		
	Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the school.		
	Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.		
Note: Qualifications and Experience headings are included in the Person Specification.			
	Name:	Signature:	Date:
Headteacher
Postholder