

Job Description

School:	North Gosforth Academy
Post Title:	Pastoral Manager A5343
Grade:	N8 SCP 30-34
Evaluation :	551 points
Responsible to:	Assistant Principal (Pastoral)
Responsible for:	Heads of Year

Job Purpose

- To provide operational management of the Heads of Year with the aim of raising the aspirations/self-esteem and improving the behaviour and attendance of students
- To provide operational leadership of the pastoral system across the academy
- To support the development of enrichment activities which contribute to students' emotional and academic development
- To monitor and manage the programmes of support for identified students within each year group, working in collaboration with other pastoral and SEN staff, by fostering strong relationships across the academy community
- To monitor and manage programmes which focus on students' attitudinal and academic development as identified through relevant evaluation and improvement planning
- To use academic and behavioural data from internal and external sources to support the Heads of Year to plan, implement and evaluate support interventions
- To liaise with staff, parents, other education institutions and multi-agency partners to support students' progress and overall development.

Main Duties

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To lead the Heads of Year, ensuring that the team lead their respective Year group effectively and professionally.
- 2 To use, model and evaluate good practice and quality assure the processes and systems of self-review, student reviews and working with other staff and agencies who support students (including Local Authority and Government Agencies, Health and Children's Services, Voluntary Groups, Parent & Carer Organisations) to ensure effective communication concerning the maintenance of students wellbeing.

- 3 To monitor and report on programmes of support that are in place for students, ensuring that the Progress Leader team are effectively delivering on areas of support and communicating any concerns, progress and successes as appropriate.
- 4 To access, maintain, analyse and update a range of student and academy records to assess students' progress and monitor the overall experience of students to ensure equal opportunity to all, attendance and other key indicators are in line with academy targets.
- 5 To attend all relevant safeguarding and child protection meetings including external agencies ensuring information is shared with relevant academy staff.
- 6 To deal with parental complaints, and provide a layer of support and communication before senior leadership involvement.
- 7 To record and maintain accurate student records, in line with Data Protection legislation and academy policy and procedures.
- 8 To act as a role model and actively demonstrate understanding of academy policy and procedures to students, staff and parents.
- 9 To lead on strategies that develop and improve the pastoral system through monitoring and evaluating the quality of tutor sessions, and student engagement, through data analysis, learning walks, surveys and other evaluation methods.
- 10 To oversee a range of form tutor activities, including rewards strategies, attendance management, assemblies and to remain informed and up to date around national initiatives and good practice as it relates to students and pastoral leadership and management
- 11 To ensure that there is effective and regular communication across the Head of Year team with tutors, senior leaders, appropriate external agencies or providers and internal colleagues.
- 12 To implement and monitor specialist inclusion intervention strategies, and liaise with relevant outside agencies to support all students with special educational needs, within the academy.
- 13 To create strong links with the wider community to enhance the curriculum and culture of achievement within the academy.
- 14 To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- 15 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.