



## JOB DESCRIPTION

**Job Title:** KS3/4 Pastoral Manager

**Salary Range:** Grade 4, SCP 11 to 14, £18,147 - £19,259 pro-rata (FTE equivalent £21,748 - £23,080)

**Reporting to:** Assistant Principal

**Hours of Work:** 37 per week, Term Time. The working day will be 8.00am - 4.00pm Monday-Thursday; 8.00am -3.30pm Friday (with a 30-minute daily break).

### Job Purpose:

To provide pastoral support for students in Key stage 3/4 and to their teaching and pastoral staff as part of the inclusive practice at OBA. To provide support and guidance to students and staff working with them, to remove barriers to their learning, well-being and to raise aspirations so that students can achieve their full potential. To ensure that students follow the Academy's high expectations and standards, both in and out of the classroom.

### Main duties:

- To provide pastoral support for students across specified year groups, working with Year Leaders, Form Tutors and the Inclusion Team to ensure that students are successful, confident and happy and develop positive relationships.
- To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of teachers/senior staff.
- Provide input to the identification of needs, assessing those pupils who need extra support and the development of individual action plans for targeted pupils.
- Work in a 1-1 relationship with targeted pupils to implement an action plan.
- Provide extra support to pupils through knowledge of a range of activities and opportunities available to them.
- To promote and support academy behaviour policies by being a strong presence in the Key Stage. This involves being in and around tutor rooms during form time, being on corridors during lesson changeover, being on each break and lunch duty and available to call into lessons to support pupils.
- Part of the first aid rota within school.
- To liaise with the pastoral leadership regarding incidents of poor / inappropriate behaviour in classrooms and around the academy.
- To direct interventions for students who hit trigger points (as defined in our behaviour policy) by managing the stage 1 and 2 progress reports.
- To support reintegration back into OBA from external provision.
- To meet with students placed in isolation and ensure students are ready to return to class.
- To be responsible for monitoring punctuality, rewarding good punctuality and managing sanctions for poor punctuality.
- To promote high attendance by leading on competitions to reward good attendance and work with intervention groups to improve attendance.
- To maximise attendance at after school enrichment by monitoring attendance and working with parents/carers and students to sign post to relevant extra-curricular activity.

- To lead and manage conflict and bullying logs providing a mediation service to follow up incidents as they occur, and provide opportunities for restorative justice.
- To be the first point of contact for parents and to establish and maintain positive relationships with parents / carers.
- May undertake home visits to keep parents informed and secure positive family support
- To support student health and wellbeing by undertaking first aid training and the Mental Health First Aider Award (if not holding these qualifications already).
- Liaise with external agencies and school staff.
- To support the safeguarding team
- One week of Summer School (usually the second week of August)
- At least one Saturday Academy per half-term
- Participation in relevant staff training by being available for up to 5 extra days (this INSET time is arranged annually in line with school need)
- To support and promote the Academy vision, values and moral purpose, delivering on key elements of the Academy Development Plan.
- To engage actively in the Academy's appraisal process as the mechanism for pay progression.

All staff are expected to:

- Continue personal professional development and engage actively in the PM process
- Actively promote and follow the school's policies and procedures
- Comply with any reasonable request from the Principal or other school manager to undertake work of a similar level that is not specified in this job description
- Play a full part in the life of the school and support its vision and ethos

Other specific duties:

- Promote the general progress and well-being of individual students and of the tutor group as a whole
- Liaise with Academic Managers and Pastoral Managers to ensure implementation of the school's pastoral system, for example re strategies to promote attendance, participation in other aspects of school life, behaviour for learning, rewards, effective registration and assemblies
- Implement and deliver agreed learning activity programme(s) for tutor time
- Undertaking any other professional duties of the Principal which are reasonably delegated to her/him by the Principal or Board of Governors.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ in related area or equivalent or equivalent experience.</li> <li>Maths and English GCSE level C or equivalent (or NVQ Level 2)</li> </ul>	<ul style="list-style-type: none"> <li>First aid qualification</li> </ul>	Application and interview
<b>Experience And Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working within a similar role.</li> <li>Competent in the use of ICT in all aspects of the role.</li> <li>Knowledge and compliance with policies and procedures relevant to health and safety and child protection.</li> <li>Experience of liaising with internal and external stakeholders and establishing positive relationships.</li> <li>Experience of monitoring and actioning items to achieve a positive outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting.</li> <li>Knowledge of SIMS.</li> <li>Specialist skills and knowledge relevant to the role e.g. EAL, SEN or particular learning area.</li> </ul>	Application and interview
<b>Competencies</b>	<ul style="list-style-type: none"> <li>A willingness to work as part of a team.</li> <li>Ability to identify potential barriers to learning and to engage strategies to overcome those barriers.</li> </ul>		Application and interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Respect for young people and their needs.</li> <li>Ability to establish positive working relationships with students and staff.</li> <li>Highly developed interpersonal skills.</li> <li>Ability to handle difficult situations with sensitivity, confidentiality and with discretion at all times.</li> <li>A relentless drive for excellence, organised with great attention to detail.</li> <li>Ability to keep calm under pressure and cope with stressful or conflict situations.</li> <li>Ability to promote and demonstrate positive attitudes, behaviour and safeguarding.</li> <li>Be able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development.</li> </ul>	Application and interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills.</li> <li>Excellent record of attendance and punctuality.</li> <li>An Enhanced DBS clearance is essential.</li> <li>Comply with the Academy's policies and procedures.</li> <li>Willingness to achieve first aid qualification upon appointment (if not currently held) as role will provide cover the student wellbeing services.</li> </ul>		Application and interview

### CONTEXT

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

### DBS

- An enhanced disclosure and barring check will be a requirement for this post