



**Rossett School**  
Success for everyone

### JOB PROFILE

<b>Job Title:</b>	Pastoral Manager	<b>School/Department:</b>	Rossett School
<b>Salary Grade:</b>	FTE: £31,364 - £34,834	<b>Working Hours:</b>	37 hrs pw - Flexible working opportunities
<b>Contract Type:</b>	Term Time Only	<b>Location:</b>	Harrogate

#### Responsible to:

**Role summary:** To support the work of the Achievement and Progress Leader in raising standards and expectations, for one of the following Key Stage groups 6/7, 8/9 or 10/11. You will respond to accurate data and reports to identify where support is needed. The role involves facilitating effective and timely intervention that removes barriers to success. You will work closely with parents, staff and students.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

#### Special conditions of service:

No smoking policy, including e-cigarettes.

#### Role specific responsibilities:

- Establish and maintain an ethos of high standards from all students in the year groups you support
- Be aware of the school's duty of care and policies in relation to students and attendance
- Promote the safety and wellbeing of all students by supporting the school's safeguarding procedures, as appropriate.
- Responsible for monitoring and improving levels of attendance and punctuality.
- To work directly with students and families, where there are barriers to learning, and plan appropriate intervention strategies
- To maintain regular contact / communication with families/carers of students in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement
- Liaise with parents and other external agencies as needed, including at times in the home as appropriate
- Lead targeted intervention programs to raise standards for identified individual and groups of students

#### RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Able to communicate effectively with staff at all levels within school	*	
Able to develop positive respectful and responsive relationships with parents/carers	*	
Ability to share and explain complex information and advice to parents/carers	*	
Able to work with parents and carers to encourage participation and discussion	*	
Able to work as part of a multi-agency team to promote cohesive services for families	*	
Ability to listen to children's and parent's views, value their experience and empathise to build on their strengths	*	
Ability to understand and respond to the range of factors that create stress for children and families through consultation	*	
Able to work under pressure, be resilient, prioritise own work and meet personal deadlines	*	



Able to demonstrate competence in written and verbal communications, including the communication of highly complex/sensitive information	*	
Able to work with accuracy to input/retrieve information from databases in order to produce accurate reports	*	
Ability to score, record and evaluate outcome measures	*	
Ability to take initiative and work independently	*	
Ability to relate to young people	*	
Empathetic and trustworthy	*	
Sense of humour and optimism	*	
Self-Motivated and hard working	*	
Willingness to be flexible and work to meet the best interests of the school	*	
Ability to work flexibly and collaboratively as part of a team	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level in either education, childcare, social work, social care, counselling, psychology or youth work		*
Minimum GCSE English and Maths (Level C) or equivalent	*	
Experience of multiagency working including childcare, health and social care		*
Experience of Safeguarding procedures		*
Good IT skills with confident use of MS Office	*	
Excellent interpersonal skills	*	
Experience of working in a school environment		*
Experience of working with children and young people		*
Experience of providing pastoral support to young people that has demonstrable impact on improving outcomes		*
Knowledge of issues affecting families and parenting needs of children		*
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

