

Job Description

Post:	Pastoral Manager
Pay Scale:	Grade 6 (SCP 19-24) Actual Salary £27,650 - £30,539
Responsible to:	Deputy Headteacher
Main Location:	St Monica's RC high School

Main Duties

- To attend to pupils' personal needs and to provide advice and assistance with their social, health and emotional development.
- To challenge and motivate pupils promoting and reinforcing their self-esteem and helping them develop effective strategies for behaviour.
- To provide support for pupils who are distressed, ill or have been hurt.
- To collect information and statements from pupils who have been involved in behaviour that contravenes the school's behaviour policy.
- Fully investigate claims of bullying or racism and ensure they are dealt with and reported accurately.
- To monitor pupils who have been placed on report and to pass information about their progress to the member of the Senior Leadership Team.
- To monitor and report on pupil's punctuality and attendance, liaising with teaching staff and support staff.
- To liaise with parents and outside agencies and attend meetings convened to discuss pupils' progress. Run and chair TAF/CIN meetings in your role as lead professional and/or support TAF/CIN meetings in your role representing the school.
- To be fully aware of child protection and safeguarding procedures and liaise regularly with the Designated Safeguarding Lead, attending Social Services meetings as necessary.
- To ensure that accurate records are maintained for all pupils outlining issues that have arisen and any action that has been taken.
- Organise consultation evenings and other parental meetings in consultation with the member of the Senior Leadership Team.
- To deal with routine enquiries and correspondence and to refer matters to the member of the Senior Leadership Team, or other staff when necessary.
- Working with outside agencies to offer support for small groups of pupils who need similar support.
- To take advantage of appropriate in-service training.
- To support the Heads of Year with their whole school responsibility.
- To assist with the supervision of pupils at break and lunchtime.
- To assist with supervision of the reflection room as well working as a team for the on-call rota.
- To visit lessons to check pupils with pastoral issues are focused on learning and receiving support.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.

- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- To ensure all tasks are carried out with due regard to Health & Safety.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
NVQ Level 3 qualification, relevant to the post	E	A/I/C
Degree in child development or similar	D	A/I/C
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/I/C
Knowledge & Experience		
Experience of working with children and their families	E	A/I
Experience of supporting children with barriers to learning	E	A/I
Experience of providing nurture provision	D	A/I
Experience of working in partnership with professionals to address barriers to learning, including school staff and external agencies	E	A/I
Experience of monitoring and reporting on attendance	D	A/I
Experience of working in school to deliver 1:1 and group work to address barriers to learning	E	A/I
Experience of working as a lead professional	D	A/I
Experience of working with children with challenging behaviour at risk of exclusion	D	A/I
Experience of administrative work including preparing written reports and evaluations	D	A/I
Experience of school MIS e.g. SIMS, Arbor etc.	D	A/I
Technical Skills & Ability		
A proven ability to work directly with children and families	E	A/I/R
Ability and commitment to work as part of a team	E	A/I/R
Effective communication skills both written and verbal	E	A/I

Ability to relate well to parents and carers	E	A/I/R
Ability to supervise and assist children	E	A/I/R
Ability to prioritise and manage workload under pressure	E	A/I/R
Good organisational skills	E	A/I/R
Knowledge of child development	E	A/I/R
Knowledge of and ability to address barriers to learning	E	A/I
Knowledge of classroom roles and responsibilities	D	A/I
Knowledge of the Continuum of Need	E	A/I
Knowledge of the CAF and TAF and Early Help process	E	A/I/R
Knowledge of strategies to promote positive attendance	D	A/I
Personal characteristics		
Flexible and dedicated approach to work	E	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	E	A/I/R
Commitment to equality and diversity	E	A/I
Commitment to good attendance at work	E	A/I/R
Commitment to continuing professional development	E	A/I/R
Commitment to supporting the Catholic ethos of our Trust	E	A/I