



TRINITY SCHOOL **Job Description**

POST TITLE: Pastoral Manager

RESPONSIBLE TO: Head of School and Head of Site

RESPONSIBLE FOR: Pastoral Staff

GRADE: **N8 - Point 30 – 34**

JOB PURPOSE: The Pastoral Manager will:

- Assist the Head of School/Site in carrying out responsibility for the care and welfare of all learners
- Act as Designated Safeguarding Lead
- Ensure that the personal management and supervision of learners is always of a professional and caring nature
- Ensure that procedural policies are followed
- Assist the Head of School/Site in managing, organising and developing the school
- Assume a lead role in all matters pastoral across the school sites.

MAIN DUTIES and RESPONSIBILITIES

The following identifies both typical and specific duties and responsibilities that Trinity Academy Newcastle Pastoral Manager will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required from time to, time.

General

- Ensure suitable delineation of responsibilities between Pastoral Managers;
- Assist the Head of School/Site in the continuing development and improvement of the school and services it provides and help develop policies and procedures, with particular regard pastoral provision
- Membership of the school management team, to contribute to the development of the school in terms of its ethos and strategies.
- Liaison with all school staff regarding matters operational and pastoral,
- To ensure that the welfare of all children is adequately promoted and safeguarded
- To provide general care and welfare by responding appropriately to the social, emotional and physical needs of learners
- To ensure that learners maintain an appropriate level of hygiene and, where necessary, assist with meeting the intimate care needs of learners
- To supervise learners at both break times and lunchtimes
- To be part of an on-call support network available to learners throughout the school day

- To provide classroom cover in the absence of teaching colleagues
- Liaison with parents/carers
- Liaison with statutory and non-statutory agencies
- To undertake other reasonable duties as required by the Head of School or Executive Head Teacher that are consistent with both the grading of the post and the nature of the school Pastoral Manager role within school.

Planning

1. To assist in the planning, organisation and implementation of the schools improvement plan including:
 - The on-going development of therapeutic interventions and support services provided to students by the Pastoral Team
 - The development of service provision to engage and support parents and carers in their parenting role
 - To promote links with other schools to facilitate inter-school sport and recreational experiences for students and resource sharing
2. The day-to-day deployment of school teaching staff, non-teaching staff and supply workers in the absence of the Head of School/Site when required, to ensure continuity for and safety of students
3. Ensuring that everyday school routines and practices are adequately staffed and supervised to ensure continuity for and safety of students

Management

- To cover for the Head of School/Site when required and deal with day to day operational matters in that person's absence
- To support the HOS in leading on aspects of the attendance strategies and oversee the management and safeguarding of children using the school's additional provisions.
- To provide appropriate induction and training for staff such as team teach.
- To ensure acceptable conduct and behaviour of all students and assume a leading role in the promotion of effective learner management;
- To assist with the recruitment and selection of school staff and the development of induction, supervision and staff support systems as required.
- To work closely with the Head of School/Site to develop and maintain effective communication throughout the school
- To assume a leading role in developing and maintaining the schools links with school transport, health, education welfare and social service providers. Attending multi agency meetings and produce reports when required.
- To ensure good maintenance and recording of confidential records on the school MIS and safeguarding systems.
- To support relevant school staff's personal and professional development

Pastoral

- To ensure that the general welfare of all children is adequately safeguarded and promoted;
- To support all 'Children in care' attending school and matters affecting them,
- To establish, coordinate and manage an annual programme of group work sessions for all children focussing on personal, social, and health development issues;
- To support the school in the development and use of appropriate methods, strategies for working with both individuals and groups;
- The management and coordination of crisis intervention work undertaken with students and/or their families;
- To develop, support and promote the school's policies on both child protection and anti-bullying matters under the guidance of the Head of School;
- To contribute support and promote the Extended Schools Programme.

Administration

To organise, and maintain records relating to:

- Meetings pertaining to students;
- Students health and welfare needs;
- The administration of medication in school.
- Data collection and analysis
- Producing reports for professional meetings and Board of Directors

You will initially be based at Trinity Academy Newcastle, upper and lower site, but there may be a requirement for you to work elsewhere within the Trust.

Please note:

Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, such information which is stored on computer systems must only be disclosed in accordance with the requirements of the Data Protection Act 1984 and 5.

Employees should not make statements directly to the press or other media without first obtaining the approval of the Executive Head Teacher.

