

JOB DESCRIPTION

Post title	Pastoral Manager	Reporting to	SLT – Behaviour Lead
Location	West Bromwich Collegiate Academy	Grade	Band E
Contract type	Permanent	Hours of work	37 Hours – Term time plus 2 weeks

Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

- To work to promote excellent behaviour throughout the Academy.
- To work with individual students who have failed to adhere to the Academy expectations.
- To work with families to promote excellent behaviour from their children.

Duties and Responsibilities

- To work with students to agree targets and action plans to improve engagement in learning, attendance and attainment.
- To monitor behaviour data of specific cohorts of students, and to formulate and conduct effective interventions.
- To support students with SEMH concerns and work proactively to address these.
- To take a lead role on before/during/after school duties.
- To support the implementation of the behaviour management procedures within the Academy.
- To supervise the Remove facility within the Academy.
- To support and encourage students to be able to participate fully in Academy life.
- To seek out positive outlets to support student health, wellbeing and to ensure that even students who are struggling have positive outlets in their Academy experience.
- To conduct 1:1 bespoke interventions for challenging students aiming to address the root causes of behaviour.
- To work with teaching staff to develop appropriate resources for use in individual/group sessions to support the learning of targeted students.
- To liaise closely with senior leaders and subject teachers regarding ongoing interventions with targeted students/cohorts.
- To work in partnership with members of the Safeguarding Team.
- To liaise with external providers and mentoring services and organise programmes of interventions.

- To effectively monitor the impact of interventions.
- To ensure that records of behaviour, meetings and interventions are of a high standard and maintained in line with Academy expectations.
- To attend Parents' Evenings and Academy events.
- To organise, lead and participate in meetings with families and staff to review progress, where appropriate.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.