

Job Title: Pastoral Manager	Pay Scale: PPS11
Normal Place of Work: Willoughby Academy	Line Manager: MNE via Year Directors
Role Summary: Manage the provision of pastoral and administrative support for students in Year Group	

DUTIES AND RESPONSIBILITIES

- Take responsibility for the pastoral care of students throughout secondary:
 - Maintain the standards of uniform, attendance, punctuality, behaviour and discipline.
 - Liaise directly with the Year Director regarding pastoral issues;
 - Liaise with teaching colleagues regarding pastoral issues which may affect learning;
 - Be a contact for parents regarding all pastoral issues ;
 - Communicate with parents as necessary to support behaviour and other issues
 - Act as a Learning Mentor to support students with the most challenging behavioural and/or emotional issues
 - Support students who join the Academy mid-term through the creation and implementation of a relevant induction programme;
 - Provide support to the curriculum areas
 - Be a point of contact and liaison for Alternate Provision Providers for students that benefit from these alternate provisions.
 - To support Year Directors
- Take responsibility for the efficient running of all administrative aspects for the Year group, including events:
 - Document all referrals in respect of behaviour, uniform, social and emotional issues;
 - Work in partnership with Learning Support staff to provide information to support the SEN Department, process EHCP's, reviews and referrals
 - Accurately maintain the individual student log on SIMS and my Concerns
 - Provide on a modular basis, a data summary report to the Senior Leader including rewards and sanctions.
 - Provide attendance data for specific students, form groups, year groups, Key Stage and other designated groups;
 - Make first day absence phone calls;
 - In conjunction with the Inclusion Officer, track attendance and implement strategies to improve attendance, including meeting with parents and, where necessary, home visits with the Inclusion Worker;
 - Operate and monitor student study sessions and student study support;
 - Support events e.g. Parents' Evening, reward trips, year assemblies.
- Take an active role in organising holistic student support:
 - Liaise with other key staff within the Academy to organise support, e.g. Team Around the Child (TAC).
 - Represent the Academy at meetings with outside agencies.
- Manage the day to day medical issues of students:

- Provide the necessary primary aid and, where appropriate, longer term support e.g. for students needing support to manage diabetes and other medical conditions.
5. Support the Academy's behaviour support system:
- Support the 'on call' system
6. Such other duties as may be determined from time to time within the general scope of the post.

This list is not exhaustive and you may be required to undertake any additional duties within the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	
• Teaching and support staff	
• External agencies	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification – Pastoral Manager

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Maths grade (A-C) or equivalent experience	X		AF / Cert
Proficient in the use of email and the internet	X		AF / Cert
First aid training or the willingness to achieve the first aid training certificate	X		
Further relevant qualifications		X	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience in the use of IT	X		AF / IV
Experience of supporting groups of students as well as students on a one to one basis	X		AF / IV
Experience of working in a multi-agency arena		X	IV/AF
Experience of Dealing with Safeguarding issues		X	AF / IV
SKILLS AND ABILITIES			
Good organisational and administrative skills	X		AF / IV
Outstanding communication skills in dealing with a wide range of people	X		AF / IV
A high degree of emotional intelligence with the ability to rapidly analyse and evaluate situations and effectively apply de-escalation techniques	X		AF / IV
Working to deadlines and targets	X		AF / IV
Have a flexible approach to ensure demanding targets are met.	X		AF / IV
Able to work on own initiative as well as part of a team	X		AF / IV
Ability to communicate effectively with all stakeholders across a wide range of complex issues		X	AF/ IV
Knowledge of current procedures for Fixed Penalty Fines, and prosecutions		X	AF/ IV
Knowledge of current procedures for absence and attendance		X	AF/ IV
Fully conversant with safeguarding requirements, legislation, systems and practices at an operational and strategic level		X	AF/ IV
Able to work under pressure to meet specific deadlines		X	AF/ IV
Full UK driving licence		X	AF/ IV
Willingness to update and adapt skills as required	X		AF/ IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....

.