



Job Description

Job Title:	Pastoral Manager
Salary:	F18 to F22 - (pro rata)
Hours:	37.5 hours (Term time only)
Responsible to:	Principal / Pastoral Leaders
Direct Supervisory Responsibility:	
Indirect Supervisory Responsibility:	
Important Functional Relationships:	<u>Internal:</u> Teachers and Students / Pastoral Leaders <u>External:</u> Parents and agencies as arising / directed.

Main Purpose of Job:

- To deal on a day to day basis with pastoral and behaviour issues as they arise
- To help facilitate the highest quality support for students.
- To deal with social and emotional needs of the students.
- Promoting safeguarding and students' wellbeing.

Specialist Duties and Responsibilities:

1. To provide ongoing support to students. Feedback to staff progress with students and track data patterns.
2. To establish supportive relationships with the students concerned and to encourage acceptance and inclusion of all students.

3. To communicate promptly with Pastoral Leaders / Attendance Team and the necessary agencies any serious concerns regarding a student's welfare.
4. To monitor on a daily basis the students who are on report / Progress Cards / Behaviour Contracts (check and sign the reports, contact staff and parents for low level follow as required).
5. To provide guidance on behaviour management to staff as required with a view to facilitating students' progress.
6. To encourage social integration and individual development of students.
7. To be aware of confidentiality issues linked to home / student / teacher / school work and to ensure the confidentiality under the overall responsibility of such sensitive information.
8. To liaise and maintain links with the external support agencies attending multi-agency meetings where appropriate / directed.
9. To meet teachers and the Pastoral team regularly keeping them informed of the progress of individual students.
10. To work with the Academy Leadership Team, the SENDCO, teaching staff and the relevant agencies so as to contribute to the review and development of school policies and processes relating to Pastoral Support, ensuring adherence to DfES guidelines and consideration of the success of the Academy's existing policies and processes.
11. To establish and foster effective links with parents to motivate and enhance support for students.
12. To evaluate the success of Pastoral Support initiatives and individual learning programmes and to produce reports on student attendance and curriculum achievement on a regular basis.
13. Providing support during the student's transition from Primary and into Further Education.
14. To carry out school gate duties, break time duties and lunchtime duties on a daily basis.
15. To carry out and monitor students in detentions / inclusion.
16. To monitor and track provision for students at alternative providers. Visit and provide feedback / case studies.
17. To be aware of and work in accordance with the academy's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty. To remain fully trained in Safeguarding (Tier 2).

18. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
19. To be responsible for your own continuing self-development, undertaking training as appropriate.
20. To undertake other duties appropriate to the post as required.

General Administration Duties:

1. Assist the Pastoral team with administrative tasks.
2. Support teachers in the monitoring and assessment of student progress, including the collation of reports.
3. To keep up-to-date electronic records relating to pastoral and learning support programmes and activities by means of inputting and updating student information on Arbor on a daily basis to ensure such information is available to the academy leadership team as required. To ensure the utmost confidentiality with regards to such records.
4. To attend pastoral team meetings, Tutor team meetings and SEND Meetings in order to provide updates on support programmes and activities, developments in learning strategies, on report personalised plans and initiatives and to remain aware of students' responses to their learning support, and set targets.

Prepared by: Pool Academy
Date: July 2021