

# SHOEBURYNESSE HIGH SCHOOL

## Job Description

**Post Title:** Pastoral Year Manager

**Responsible To:** Senior Management Team

### Purpose of the Job

This post has responsibility for establishing a corporate year identity and have a front-line responsibility for child safeguarding and welfare. Year Managers take day to day responsibility for the guidance and support of students in terms of their progress, pastoral needs, and social and emotional well being, liaising and working with stakeholders including staff, parents, and outside agencies.

### Example Duties and Responsibilities

- To provide students with opportunities to learn and achieve, with reference to personal growth and aspiration.
- To record successful outcomes and nominate students for rewards and recognition including the full range of school and national awards.
- To liaise with parents/agencies/counsellors and governors in the wellbeing and safeguarding of students.
- Ensure safeguarding referrals and records are maintained on school MIS safeguarding software.
- To contact parents within 48 hours of an enquiry and follow up with relevant staff, where necessary.
- To work 1-2-1 with students, gather and record all information on the school's MIS (Management Information System) regarding any barriers to good behaviour and actively plan, and implement the way forward.
- To work with all staff, including those in the pastoral team, to set targets for challenging students and to monitor and review these as part of the team, and regularly implement any necessary outcomes by school and outside agencies.
- To monitor and improve attendance through working with parents/guardians, and the school attendance team.
- To support the Rebuild Base, where necessary
- To assist the Head of Years in assemblies.
- To work alongside Head of Years and Senior Staff
- To work with SENCO, Social Services and other professionals to help students and parents access the support they need.
- To reinforce and maintain standards of uniform and homework, including a supply of second hand or loan uniform.
- Responsible for assisting staff in managing the behaviour of students.
- Work closely with young people in danger of becoming disengaged from education and seek and implement methods to keep them in mainstream school or alternative education, using a range of interventions and agencies, both internal and external, for support.
- To collate information for reports about students for internal and external staff and agencies.
- To implement and support specific projects to support students.
- To follow school policies with reference to anti-bullying and child protection so that the school provides a safe environment for all students.
- To understand KCSIE (Keeping Children Safe in Education) agenda underpins all practice within the school.

- To ensure all record keeping including daily logs and statutory records are maintained in line with the school and national policy.
- Attending meetings when required.

### **Core Responsibilities**

Each Pastoral Year Manager and Year Group presents core responsibilities and ethos themes to be managed and led with the relevant Head of Year/ member of the Senior Leadership Team:

Year 7	Managing a smooth transition from Year 6 into 7. Year 7 'Meet the Tutor' evening coordination.
Year 8	Gradu8/ Risk Avert
Year 9	Options and Curriculum Pathway Choices
Year 10	Work Experience
Year 11	Prom
	Transition of Year 6 into Year 7
	New Intake

### **Additional Duties**

- Complete and monitor Year Manager Behavioural Reports.
- Co-ordinate events which involve whole year groups or large numbers of students across year groups e.g., inoculation, school photos etc.
- Arrange, co-ordinate and attend year group parent and open evenings.
- Maintain and organise year notice boards around the school.
- Share relevant information regarding the year group with appropriate staff members, and external agencies.
- Late duties and detentions.
- Work with external agencies on behalf of students
- Celebrate the success of students via assemblies, display screens etc.
- Attend Internal and External Welfare meetings, including core group and child protection meetings.
- Plan support and pre-empt where classroom assistance is needed for behavioural issues.
- Work with outside agencies utilising their services, where appropriate.
- Work with MASH, Social Services and Early Help and Borough inclusion teams to support the child and their family.

### **General**

- To undertake any training commensurate with the post.
- Responsible for managing confidential information in line with GDPR regulations.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's policies.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills, and grade.

..... Postholder

..... date

..... Line Manager

..... date