

Pastoral Manager – Job Description

POST TITLE: Pastoral Manager

GRADE : NJC Scale 5

POST REPORTS TO: Assistant Head

HOURS: Permanent, 37 hours per week, Term time only plus 3 weeks to be negotiated to include September inset

LIAISON WITH: Colleagues in school, parents, outside agencies.

MAIN PURPOSE OF THE POST

- To work with students focusing on behaviour, welfare and attendance in order to remove barriers to learning
- To work with parents, staff and outside agencies to develop positive attitudes and approaches to school.

Attendance and Punctuality

- Monitor student attendance and punctuality and take action to improve this
- Work with parents, students, staff and outside agencies to raise levels of attendance for identified students
- Work proactively with staff to remove barriers to full attendance at school
- Use our systems regularly to promote and reward excellent attendance and punctuality.
- Ensure all registers are accurate each day for your year group
- Use national and school data to proactively seek solutions to emerging issues with attendance and punctuality

Student Behaviour

- Develop a positive working relationship with students
- Liaise with subject and other appropriate staff in order to promote positive engagement and behaviour in school
- Engage parents in their child's school experience, working together to remove any barriers to student success in school
- Work as a member of a team, identifying issues and exploring and implementing solutions. In particular: to investigate reported incidents and implement the school's behaviour policy.
- Be responsible for monitoring the behaviour both of identified individuals and groups of students through agreed reporting systems
- Assist the Head of Year in the preparation of reports for external agencies
- Be proactive in identifying issues of concern to students and working to develop whole school approaches to address these
- Maintain student records using agreed formats

- Use information from school data to inform actions and decisions

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- Work in line with school procedures and expectations, for example on uniform.
- Identify focus groups based on sanction data to improve learning habits of students

Welfare

- Monitor student welfare and identify pupils causing concern, taking appropriate action
- Liaise with the Assistant Headteacher and external agencies where appropriate to support students
- Be aware of and act promptly with regard to Safeguarding and Child Protection issues via the members of staff with responsibility for child protection.
- Conduct home visits with the Calo where appropriate

General Responsibilities

- Deal with behavioural issues during the school day including the lunch break
- Keep appropriately detailed records of interventions with students
- Participate in school routines and rotas
- Undertake regular on calls and patrol of the building and deal with any incidents
- Undertake one break and lunch duty each day
- Attend Pastoral and relevant whole school CPD
- Attend internal and external meetings when arranged.
- Attend evening events as appropriate
- Have responsibility for promoting and safeguarding the welfare of all students
- Have due regard for the School's Health and Safety policies
- Be aware that job descriptions are subject to regular review
- Undertake training as and when appropriate
- Undertake any other duties which may be assigned to the post from time to time as directed by the Head.