

Job Description: Pastoral Manager

Job Title:	Pastoral Manager
Contract Information:	Term time only (plus one week) Permanent 36.25 hours per week, 8.15am to 4pm (30 minute unpaid lunch, daily)
Responsible to:	Pastoral Director
Responsible for:	n/a
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Scale Points 23 – 30 FTE for which the full-time salary is £35,570 - £42,123 pro rata (actual salary £31,065 - £36,788)
Other:	2 months' notice period.

Background & Vision:

Our vision for 'World Class' schooling is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

We believe that we will achieve this through a commitment to the principles of Excellence, Equity, Engagement, and Enterprise.

Values:

Our values are at the heart of what we do.

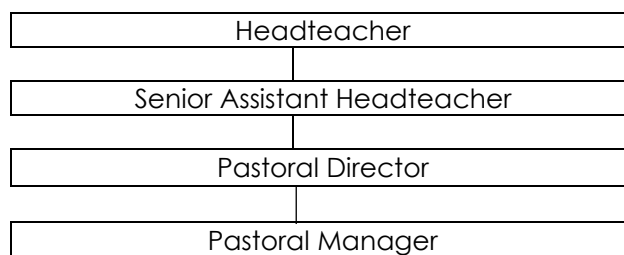
We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

We believe that all of our pupils deserve an education that expands their life choices and enables social equity and mobility. We work hard to ensure that all of our pupils achieve their potential and truly believe in 'excellence for all'.

Purpose of the Job:

The Pastoral Manager plays a key role in promoting a positive, inclusive and aspirational culture throughout the academy, helping pupils to thrive both personally and academically. Working flexibly across year groups, the postholder will support the delivery of high-quality pastoral care, monitor and respond to pupils' attendance, behaviour, wellbeing and progress, and design and implement targeted interventions that promote achievement and address barriers to learning, including SEMH needs. The role involves working collaboratively with the SLT, wider pastoral and inclusion teams, tutors and wider academy staff to uphold the academy's values of Respect, Responsibility and Resilience, while serving as an exceptional role model and making a significant contribution to the academy's pastoral and inclusion provision and culture.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel: To support pastoral work across all year groups team of Form Tutors.

Financial: None

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school
 2. Users of the school
 3. Voluntary helpers
 4. Pupils

- External:**
1. Parents/Carers
 2. Visitors and customers
 3. Relevant agencies and organisations e.g. Early Break, Sunrise team
 4. Other professionals e.g. HYM, #THRIVE, RANS, Doctors

KEY DUTIES AND RESPONSIBILITIES:

- Lead the pastoral provision for identified year groups as and when required, providing whole cohort leadership and targeted support and intervention where need is identified.
- Analyse and interpret pastoral, attendance, behaviour, safeguarding and attainment data to identify trends, inform decision-making and drive improvement.
- Design, implement and evaluate targeted interventions for individual pupils and groups, presenting evidence of impact to the pastoral director and SLT as required.
- Work collaboratively with attendance, safeguarding, inclusion, SEND and wider pastoral teams to ensure coordinated support for pupils and families.
- Act as a key professional for high-tariff and vulnerable pupils, removing barriers to learning and promoting positive outcomes.

- Maintain regular and effective communication with parents and carers through meetings, telephone calls, emails, letters and home visits where appropriate.
- Contribute to the effective operational running of the academy, including detentions, on-call provision, LINK support, welfare visits and supervisory duties.
- Promote high standards of behaviour, attendance, wellbeing and conduct, supporting the smooth day-to-day running of the academy.
- Maintain accurate, timely and confidential records, ensuring all pastoral information is recorded and managed in line with academy policies and procedures.
- Demonstrate a proactive and responsive approach to emerging pastoral issues, acting as an effective problem solver and adapting support to meet the changing needs of pupils and the academy.

General Responsibilities:

- The postholder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	<i>Postholder</i>	Date
Signed	<i>Line Manager</i>	Date