

JOB DESCRIPTION



Job Title:	Pastoral Manager
Responsible to:	Head of School
Line Manager:	Executive Business Manager
Grade:	G8
Hours:	37hr (40 weeks)
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	<p>To manage the development and implementation of the schools' pastoral support/care function within the school and to lead and manage the pastoral support team.</p> <p>To manage, monitor and support the overall progress and development of learners.</p> <p>To support the personal welfare of all members of the school community.</p> <p>Although initially based at one specific site, the post holder may be required to work across all the Federated Sites under the Aspire Federation.</p>

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

Legislation Compliance

To comply with and implement key legislation i.e. Safeguarding and Child Protection, Equality Act, Education Act, Data Protection, Health and Safety Regulations, SEND Legislation and Medication related legislation.

Policy, Procedures and Processes

To develop, monitor and implement relevant school policies and procedures in relation to the pastoral support function.

To develop, implement and monitor appropriate strategies for the pastoral care function within the school and to contribute to the whole school improvement plan and improvement strategies and processes.

To be responsible for developing, monitoring and evaluation of appropriate procedures to uphold the pastoral function.

To comply with and develop policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

Support for Learners

To lead and manage the school pastoral care function for assigned groups.

To mentor and support Learners as appropriate.

To establish positive and productive working relationships with learners, acting as a role model and setting high expectations.

To promote the inclusion and acceptance of all learners within the classroom.

To encourage learners to interact and work co-operatively with others and engage all learners in activities.

To promote independence and provide information and advice to enable learners to make choices about their own learning/behaviour/attendance, and employ strategies to recognise and reward achievement and self-reliance.

To attend to learners' personal needs and provide advice to assist in their social, health and hygiene development.

To arrange and develop behavioural support for learners.

To challenge and motivate learners.

To provide feedback to learners in relation to progress, achievement, behaviour and attendance.

To ensure that any medical and personal care needs of learners are provided and known to other relevant staff.

Support for Senior Leaders and Teachers

To identify, monitor and evaluate rigorous procedures for monitoring and recording student progress, behaviour and attendance.

To develop, implement and monitor the behaviour management system so that effective learning can take place.

To evaluate, monitor and maintain performance data and produce detailed management reports as required.

To work within an established Behaviour for Learning policy to anticipate and manage behaviour constructively.

To take a lead role in the development and implementation of appropriate behaviour management strategies.

To support learners' access to learning using appropriate strategies and resources,

Establishing constructive relationships with parents, leading meetings, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.

To contribute to the compilation/analysis of data relating to learner performance and school reporting procedures to parents, governors, the Local Authority and appropriate external agencies.

Support for the Curriculum

To advise on appropriate deployment and use of specialist aid/resources/equipment.

To seek information regarding the range of activities, courses, organisations and individuals to provide support for learners to broaden and enrich their learning.

To determine the need for, preparing and using specialist equipment, plans and resources to support learners, taking account of their needs, interests, language and cultural backgrounds.

Support for the School

To develop and maintain effective links with partner schools and the community liaising and advising as required.

To implement pathways for effective and regular communication with the parents/carers of learners.

To ensure that all learners have equal access to opportunities to learn and develop.

To establish constructive relationships and communications with other agencies/professionals/parents to support learners progress, development and wellbeing.

To attend and participate in meetings as required.

To advise and support colleagues in specific areas of expertise as required.

To undertake mentoring support of other Teaching Assistants where appropriate and required.

Line Management Responsibilities Where Appropriate

To be responsible for the management, operation and deployment of an allocated pastoral support team.

To conduct appraisal review meetings with line managed staff.

All Employees have the Responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Aspire Federation Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the Federation at events as appropriate.
- To support and promote the Federation ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To undertake any other reasonable duties at the request of the Executive Principal.

The post holder may be required to work across the Federated School sites.

Signatures/Authorisation

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Executive Head : _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____

Reviewed: May 2023

(No changes made to level of responsibilities)



PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	<p>Degree or equivalent relevant qualification <u>or</u> Comparable level of proven skills</p> <p>GCSE Grade C, Maths and English or equivalent level of qualification</p> <p>Evidence of participation in regular professional development and further professional study</p>	<p>Management qualification or proven relevant experience</p> <p>Counselling or Mentoring qualification – level 2</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p> <p>Tasks</p>
Experience	<p>Experience of working with young people from Early Years to 19. In a voluntary or other professional capacity</p> <p>Has made a significant contribution to a project or initiative (e.g. progression work with partner schools, extra-curricular activities)</p>	<p>Previous experience of leading pastoral staff and teams</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Training</p>
Knowledge/ Understanding	<p>Knowledge of the national curriculum requirements for schools and post 16 curriculums in order to give appropriate support and preparation to children</p> <p>Understanding of relevant legislation</p> <p>Understanding of inclusion, behaviour and attendance issues</p> <p>Clear understanding of teaching and learning strategies and how these impact on pastoral issues</p> <p>Understanding of the main challenges for pupils</p> <p>Knowledge of monitoring, evaluation and review processes to positively raise standards</p>		<p>Application Form</p> <p>Interview</p>

	Knowledge of successful behaviour support and mentoring to facilitate effective learning		
Personal Skills, Abilities and Competencies	<p>Ability to work sensitively with others to build effective relationships</p> <p>Commit to the positive ethos and inclusive ethos of the Aspire Federation</p> <p>High quality people skills to deal with difficult situations</p> <p>A clear understanding of the impact of school improvement and in particular high-quality learning and teaching</p> <p>Ability to use initiative to respond to and resolve problems</p> <p>Commitment to collaboration and sharing of resources and expertise across all phases of learning</p> <p>Ability to utilise a range of ICT functions to support teaching and learning, behaviour, attendance and safeguarding</p> <p>Very good organisational skills</p> <p>Excellent communication skills and the ability to communicate with children and adults effectively</p> <p>Very high levels of commitment, enthusiasm, inspiration and motivation</p>		Application Form Interview
Legal Issues	Legally entitled to work in the UK		Application Form Interview ID