

Job Description – Pastoral Manager

Report to:	Teaching & Learning Leader for Subject / Manager
Responsible to:	The Headteacher and Governing Body

Purpose of the Post

Pastoral Managers enable all students in their care to develop personal excellence and a sense of pride in both the year group and the school. They play a very important part in the creation of a positive ethos and in fostering productive home-school links. They are responsible for maintaining high standards of attendance and behaviour, ensuring that students in their year group comply with the schools' expectations as set out in the Behaviour for Learning Policy. They take responsibility for a year group within the school in respect of all welfare and behavioural issues and support a team of Form Tutors to facilitate this. They are responsible for the administrative functions required to ensure effective and excellent pastoral care.

Duties and Responsibilities

- To assist with pastoral meetings alongside the Head of Year and encourage a team ethos with Form Tutors.
- To support and monitor the work of Form Tutors in respect of all pastoral matters.
- To support and lead assemblies for the year group in liaison with the Head of Year and designated member of the Senior Leadership Team.
- Actively support the implementation of the School's rules and pastoral routines within Form Time including support over uniform checking, rewards and sanctions, parental communications alongside the HOY.
- To take a lead in managing behaviour in the year group and coordinate appropriate interventions designed to improve the students' behaviour, attendance or punctuality.
- To attend all relevant Student Support Meetings and provide the relevant information for students on referral and for review as requested.
- Liaise with outside agencies to secure the appropriate interventions and support for students and families where necessary.

- To attend all PSP, PEP and LAC review meetings as appropriate for students in their year group and provide the relevant information from the school to other agencies.
- To manage behaviour incidents in accordance with school's Behaviour Policy and attend all readmission meetings following fixed term exclusions.
- To prepare the correct documentation for all exclusions, ensuring national and local guidelines are adhered to.
- To maintain students' individual paper and electronic files with appropriate records such as: admission forms, medical needs, behaviour log, record of support or interventions, copies of PSPs, PEPs, IEPs where appropriate, attendance record and progress trackers.
- To be available for students in the year group throughout the day and particularly before the start and at the end of the school day, at break, lunchtime and in Form Time.
- To liaise with individual teachers and departments in relation to the behaviour, attendance and punctuality and well-being of individuals and groups of students.
- To support the preparation and implementation of Parents Evenings and other year related events.
- To be the first port of call for parents in relation to student behaviour, attendance and well-being.
- To be an exemplary leader in dealings with staff, parents, students and outside agencies.
- To report about issues relating to the year group and Form Tutors at line management meetings and discuss appropriate actions to be taken.
- To monitor and support students and encourage positive attitudes and behaviour in and around School.
- To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the year group, in liaison with the Attendance Administrator, Form Tutors, Head of Year and the EWO service.
- To liaise with outside agencies as appropriate including assisting with the preparation of reports of various kinds.
- To encourage students to become more actively involved in school life including extracurricular activities charity and community work.
- To attend training and personal review that is identified as professional development.
- Assist in First Aid duties.
- To operate as the Designated Safeguarding Officer for their year group.
- Attend meetings and support with administration as and when required.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

General duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.

- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Please note: *All criteria below are essential.*

Criteria	Qualities
Qualifications, Knowledge, Training & Experience	1. GCSE or Equivalent in English and Maths* 2. Fluency or qualification in one or more of the languages of the school community 3. Experience of Child Protection, exclusion and safeguarding policies and procedures* 4. Experience of use of Bromcom or other school management system * 5. Experience of and ability to monitor attendance and punctuality of students* 6. Experience and evidence of managing, monitoring and positively intervening in respect of student behaviour* 7. Successful experience in organisation, planning and record-keeping* 8. Successful experience of organising, developing and motivating staff.
Personal Skills & Qualities	9. GCSE or Equivalent in English and Maths* 10. Fluency or qualification in one or more of the languages of the school community 11. Experience of Child Protection, exclusion and safeguarding policies and procedures* 12. Experience of use of Bromcom or other school management system * 13. Experience of and ability to monitor attendance and punctuality of students* 14. Experience and evidence of managing, monitoring and positively intervening in respect of student behaviour* 15. Successful experience in organisation, planning and record-keeping* 16. Successful experience of organising, developing and motivating staff.

General	17. Demonstrate a commitment to equality 18. Understanding of Health & Safety 19. Understand and implement child protection procedures 20. Understand procedures and legislation relating to confidentiality 21. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications 22. To support the Governing Body in its whole-hearted adoption of the School's aims and policies*
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