

Job Description and Person Specification

DATE	SIGNATURE

Role

Pastoral Manager
Beckfoot Trust
Salary/Grade: Grade 6
Reporting to: SLT



JOB DESCRIPTION

Core Purpose of the Post

- Effectively lead and manage a team of pastoral staff who are collectively responsible for monitoring and maintaining an overview of behaviour, safeguarding and pupil welfare.
- To be proactive in dealing with day-to-day incidents as they arise, leading investigations of more serious or complex nature across all year groups.
- To produce and analyse data, identifying and implementing appropriate interventions and support, working collaboratively with colleagues, pupils, their parents/carers, and internal stakeholders where appropriate.
- You will act as the first point of contact in investigating and resolving any pastoral issues, in line with the School's focus on Character Education and No Child Left Behind.
- To provide direct support in and/or out of class for pupils who have been identified as having severe emotional and behavioural difficulties at Key Stages 3 and 4 when starting or transferring schools, ensuring appropriate integration into classes.
- To establish a working partnership with pupils that models social interactions and improves their social and academic skills, raises their self-esteem and provides small group opportunities for numeracy and literacy and other educational tasks.
- To assist in keeping detailed records of pupil's behaviour, attainment and attendance to produce reports for meetings, half termly reviews or when required. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- Have additional Lunchtime Supervisor Responsibility by leading and managing the duty team.
- Complete appraisals and performance review of staff within the pastoral team.

Main Duties and Responsibilities

To promote and uphold the School's policies on behaviour and culture

- Effectively lead a team of behaviour support workers and student support officers to manage student behaviour and the safety of all stakeholders.
- Lead the development and implementation of appropriate behaviour management strategies that support the attendance and integration of pupils ensuring physical, social, emotional, and intellectual development
- Build and establish productive relationships with pupils to motivate and engage, promoting appropriate behaviour, encouraging self-awareness and providing guidance to enable pupils to make choices about their own learning and behaviour
- Schedule, plan and manage the supervision of pupils excluded from, or not working to a normal timetable, creating an excellent climate for learning and ensuring the delivery of learning in line with school curriculum
- Supervise and support pupils that may have been isolated from lessons, ensuring they carry out the work that has been provided by teaching staff, ensuring that the safety and security of the pupils are maintained at all times through registers and appropriate pupil management
- To report on the work progress and behaviour of pupils whilst they have been in isolation
- Responsible for delegating and implementing effective pupil support that underpins school culture
- Oversee systems for investigating, tracking and recording behaviour incidents that may lead to serious sanctions
- Work collaboratively with key pastoral staff to identify and support students who require behaviour interventions
- Promote positive values, attitudes and behaviour, maintaining a purposeful and calm learning environment
- Recognise and provide opportunities to further promote and reinforce the inclusion, acceptance, and integration of all pupils
- Line-manage and lead on recruitment, induction, and appraisal of designated support staff, providing effective communication, training, and mentoring to enable staff to carry out duties
- Participate in and support extracurricular /enrichment activities, such as outings, social activities, and sporting events to support students and colleagues
- Assist with the supervision and welfare of pupils, contributing to effective behaviour management in school
- Provide administrative and organisational support, e.g. dealing with correspondence, documentation required in the event of a behaviour placement or suspension
- Maintain accurate records using relevant systems in line with policy and records management procedures
- Lead / attend meetings and undertake duties as required in line with Trust / school calendar, sharing expertise and supporting others
- Contribute to the development of systems and procedures, support the life of the school and work within the overall aims and objectives of the school
- Undertake home visits for targeted pupils if required-

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- To be a high-profile presence/patrol around the school with the purpose of combating lateness and truancy
- To evaluate and supply accurate behaviour data to the Leadership Team, identifying key trends and analysis, including targeted cohorts.
- To be responsible for monitoring and improving the behaviour of the targeted cohort of pupils and reporting key trends and impact to the Assistant Headteacher
- Deputise for the Assistant Headteacher as required at weekly BAC meetings to arrange off site provision for students

To identify and implement appropriate intervention strategies to improve the behaviour of specific groups who are at risk of permanent exclusion.

- To be responsible for monitoring, analysing and improving the behaviour of a targeted cohort pupils
- To implement a range of strategies to support students who have received repeat suspensions
- To work with and support pupils to establish and address barriers to positive behaviour

To establish an effective, professional, collaborative relationship with pupils, parents and Year Teams to secure the good behaviour of pupils through a broad range of strategies.

- Liaise with the parents/carers regarding behaviour incidents and identify factors influencing student behaviour. Ensure that parents/carers understand the potential consequences for their children and themselves. Where mitigating circumstances are identified, work as a link between the school and parents/carers to resolve any issues
- To communicate with families other agencies as necessary

To coordinate and manage systems of tracking, monitoring and analysing behaviour data to ensure that good behaviour is sustained.

- Monitor the operational use of electronic behaviour systems by teachers to identify and address any issues
- To ensure all student behaviour records are up-to-date
- To supply accurate behaviour data to the Leadership Team, Year Teams and the Trust
- Monitor and follow-up repeated behaviour incidents and multiple suspensions
- Check and review CCTV, adhering to Trust policy at all times

Duties will include been trained in positive handling in line with the Trust care and control policy.

Additional duties may include being a trained first aider and/or fire marshal.

Supervision and Range of Decision Making

- Work under the supervision of senior members of staff but be expected to exercise considerable initiative in performing delegated duties; seeking the necessary advice where appropriate.
- Decisions not always within established practices and procedures, using some judgement frequently covering new ground. Expected to take initiative in the development of new procedures to meet the changing requirements and improvements in quality.
- The postholder will be expected to use good common sense and initiative in all matters relating to:
 - The conduct and behaviour of individuals
 - The safety, mobility (if required) and hygiene and well-being of students.

Communications and Working with Others

- Communicate with all stakeholders including immediate team, Year Teams, staff, students, parents and carers as well as a range of external agencies.
- Chair meetings with the pastoral staff, keep and circulate minutes, monitor and follow up actions.
- Hold staff to account, professionally challenging them when actions fall short of expectations, including meeting agreed deadlines.
- Conduct regular line management meetings, agreeing and circulating actions in a timely manner.

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Resources

- Operate relevant equipment/complex ICT packages
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required
- Provide general advice and guidance to staff, students and others.

Professional Development

- To participate in training opportunities and professional development as required.

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

- **Safeguarding:** No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).
- **Advanced Threshold Fluency Duty Required:** In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:
 - Express themselves fluently and spontaneously at length effortlessly.
 - Explain difficult concepts simply without hindering the natural smooth flow of language.
 - Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.

Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Date:

November 2024

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

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	Essential Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of GCSE (A-C/ 4+) English Maths or equivalent 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Experience of working within a similar role, or experience working with SIMS and Excel. Experience of working with children of relevant age e.g. secondary school setting, assisting in their development. Experience of leading a team. 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Experience of working within a similar role, or experience working with SIMS and Excel. Experience of working with children of relevant age e.g. secondary school setting, assisting in their development. 	<ul style="list-style-type: none"> Application Interview
Training	<ul style="list-style-type: none"> Demonstrate training or willingness to undertake training appropriate to the role. Ability to self-evaluate learning needs and actively seek learning opportunities. 	<ul style="list-style-type: none"> Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Legally entitled to work in the UK Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 Must have the ability to be flexible and work to the requirements of a busy school.. Able to speak in fluent English (in accordance with The Immigration Act October 2016) 	<ul style="list-style-type: none"> References Interview
Disposition and Attitude	<ul style="list-style-type: none"> A passion for education and a deep felt desire to make a difference for young people. To like young people and be liked by them To possess educational vision underpinned by values Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'. Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of others sensitivities; to have personal pride and lead by example. Excellent attendance and punctuality Resilient A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice. 	<ul style="list-style-type: none"> Application Reference Interview

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- Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.
- Understand the importance of work/life balance.
- Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.
- Desire for significant professional development.