

Proposed Job Description

Post Title:	Pastoral Manager
Location:	George Spencer Academy
Salary/Pay Range:	NJC Points 15-19
Hours of work:	37 hours per week, TT + 2 weeks
Reporting to:	Pastoral Support Team Manager

Purpose of Role

The main areas of responsibility of the postholder will be to be responsible for the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around the academy and mutual respect for members of the academy community.

Main Duties and Responsibilities

Working as part of the Pastoral Team, you will be required to carry out the following duties.

The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

The postholder will be covered for a 30-minute lunch break at a reasonable time to meet the needs of the academy. Duties and responsibilities will be allocated by the Principal and Assistant Principal in accordance with scheme of Supervision for the academy.

Specific responsibilities include:

- Provide support and intervention to promote student attainment, achievement, attendance and well-being
- Work as part of a team to promote and support whole school policies including raising attainment, behaviour, rewards, attendance and punctuality
- Promote positive relations and ensure excellent communication across the school community and with external agencies
- Work with the inclusion team of the school
- Provide on call cover, as part of a team, during lesson time and registration
- Liaise with the Director of Learning to support tracking of student's attainment, achievement, and offer intervention support to maximise student outcomes. This will include supporting the completion of individual intervention plans
- Liaise with the Director of Learning/SEN Team/SLT link behaviour to identify those students in need of targeted support/intervention and be involved in appropriate monitoring

- Meet students following referrals related to behaviour, bullying, student concerns or other incidents and to carry out appropriate follow up actions
- Work with the Director of Learning to support form tutors during registration period
- Support and monitor procedures for/with students on year team report in line with school policy
- Act as a key worker to identified students and to maintain and monitor an up to date key worker list
- Identify, in consultation with the Director of Learning and/or safeguarding team, students who need referring to the Well-Being and Inclusion Teams and be involved in appropriate follow up
- Liaise with SENCO/Assistant SENCO in order to monitor students with SEN needs and attend relevant review meetings. Eg, EHCP reviews, PEPs, as appropriate
- Refer students for additional support in consultation with the Director of Learning
- Refer any Safeguarding disclosures to the Safeguarding Team and take any appropriate action
- Make organisational arrangements for the admission and induction of new students
- Ensure good communication with parents/careers, members of school staff and outside agencies
- Prepare for and to represent the Year Team at regular meetings as appropriate. Eg, Multi Agency Meetings, regular meetings with SLT link for Behaviour
- Set up and attend Parents Evenings and special events as relevant to your year group
- Organise the administration of pastoral procedures for an identified Year group
- Organise work for absent students where appropriate
- Support the organisation of all Year group events including Parents' Evening
- Participate in weekly assemblies alongside the Director of Learning
- Promote and support Educational Trips and Visits
- Support the organisation and distribution of progress data and student reports
- Be involved in the preparation of student references
- When dealing with incidents of a serious nature refer and prepare reports/investigations for your SLT link as appropriate
- Work together with other Pastoral Managers and Directors of Learning to organise and support key events with a particular year group as appropriate, including transition, primary liaison, visits with feeder primary schools, Option Choices, Work Experience and Review Days
- Work together with the SLT link, other Pastoral Managers and the Directors of Learning to organise and run the detention rooms and support the Pupil Support Centre
- Work with the Inclusion and Behaviour Team to plan and deliver inclusion and redirection work
- Develop links with Faculty areas, organise, and deliver inclusion training and briefing sessions for staff

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.

- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name:

Signature:

Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	/	
GCSE Maths and English grade C or equivalent	/	
Good A Level passes		/
Higher degree or further education		/
Previous experience in an educational environment	/	
Experience of working with young people	/	
Evidence of additional recent and continuing professional development		/
A successful track record in pastoral care		/
Knowledge and skills		
Knowledge of basic Microsoft packages: Word, Excel, Outlook and PowerPoint	/	
Working knowledge of a range of administration procedures	/	
Ability to communicate clearly orally and in writing	/	
Ability to work collaboratively with others	/	
Knowledge of relevant codes of practice	/	
Ability to work on own initiative	/	

Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	/	
A diplomatic and patient approach	/	
Track record of being flexible and hard working	/	
Initiative and ability to prioritise own work and that of others to meet deadlines	/	
Able to follow direction and work in collaboration with the leadership team	/	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	/	
Willingness to learn	/	
The ability to inspire, enthuse and motivate all students	/	
Resilience, self-motivation and stamina	/	
Co-operative spirit / can do attitude	/	
Problem solving approach	/	
Patience with children	/	
Problem-solving, planning and decision-making skills	/	
The ability to work under pressure and remain organised whilst managing a diverse, demanding workload and meeting strict deadlines	/	
Ability to establish and maintain appropriate relationships with young people	/	
Commitment to the highest standards of child protection and safeguarding	/	
Recognition of the importance of personal responsibility for health and safety	/	
Commitment to the Trust's ethos, aims and whole community	/	