



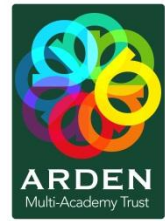
HENLEY-IN-ARDEN
SCHOOL

Achieving Excellence Together

Henley-in-Arden School

Pastoral Manager

Job Description



Salary: Band C
Reporting to: Deputy Headteacher

Main purpose

- Through academic, emotional and pastoral support, promote positive behaviour and attitudes to learning from our students within the school.
- To assist the Pastoral Team with day-to-day monitoring and promotion of high standards of attendance, uniform and behaviour for learning.

Duties and responsibilities

Support to Students

- Work with Senior Leadership Team, particularly the Deputy Headteacher, and pastoral team and Heads of Year to actively support, reward and positively challenge conduct around the building
- Run pastoral triage to identify and work with students and their emerging pastoral needs
- To provide support and intervention to promote positive student behaviour and wellbeing
- To develop a 1:1 mentoring relationship with assigned students needing particular support, where necessary aimed at achieving the goals defined in the action plan
- To maintain regular contact with families/carers of students in need of extra support to keep them informed of the student's needs and progress, and to secure positive family support and involvement
- Support students who may have attendance/truancy issues
- Attend regular meetings with appropriate senior staff
- Deal with relevant issues raised by students promptly and inform relevant staff of the issues and the action taken
- To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues
- To support the pastoral team with the day to day running of the refocus room and lesson support.

Support to Teachers

- Working with the Senior Leadership Team, all teachers and pastoral staff to promote excellent behaviour, high standards, manners and a positive attitude to learning
- Provide detailed and regular feedback to teachers on learner's pastoral needs/progress, problems etc.
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour

- Support and promote the academy policies including rewards, attendance and punctuality
- Establish de-escalation routines in line with the behaviour policy of the academy
- Establish constructive relationships with parents/carers and external agencies
- Helping with pastoral administration

Support for organisation

- Attend core group or other meetings as directed and provide appropriate feedback in the absence of the Pastoral Lead or DSL
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students
- To be a point of contact for accessing a range of community and business-based programmes and specialist support services for example Social and Youth Services
- Produce appropriate records of meetings, incidents that arise and telephone conversations with external agencies and parents as appropriate

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the school's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding & Child Protection.

Pastoral Care

- Play a key role in the promotion of values and expectations within the student body
- Deal with or report, to the appropriate member of the teaching staff, incidents that are seen or reported regarding students' welfare.

Continuing Professional Development – Personal

- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.