



THE CONSORTIUM  
ACADEMY TRUST

Shaping Positive Futures

## Pastoral Manager

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

### How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

### About the role...

#### Main purpose of the role:

- To support the smooth running of the school on a daily basis by providing high quality pastoral care, challenge and support to individual students whilst ensuring the highest standards and highly effective attitudes to learning.
- In collaboration with the Head of Year, work with Form Tutors, the Wider Pastoral Team, families and agencies to support and ensure the needs of the students are met and that they can both engage with and succeed in the curriculum and in school, equipping them to go on achieve their ambitions.

#### Key accountabilities:

##### Pastoral care:

- Liaising with the appropriate Head of Year to provide information to enable effective intervention strategies to be implemented, and to ensure safeguarding procedures are in place and implemented
- Contribute to the Monitoring and Evaluation Procedures of the school.
- To play a role contributing to the creation and maintenance of school policy in relation to pastoral care.
- Ensuring good communication with parents and members of the school staff by the use of letters, phone calls, emails etc
- Interviewing students following referrals related to school work, behaviour, bullying, student concerns, crisis or other incidents.
- Liaising with the Learning Support/SEN Units and acting to implement coherent strategies within Individual Behaviour Plans, Pastoral Support Plans and Individual Education Plans.
- Liaising with external agencies, and attending multi-agency meetings.
- Supervising student social areas and being available for students at breaks and lunchtimes.
- Maintaining student records including CPOMS (Safeguarding and Child Protection Software) and organising administration related to pastoral procedures
- Monitoring and maintaining student behaviour information e.g. through ClassCharts.
- Organising and collating work for excluded/sick/absent students and attending meetings with parents or home tuition where appropriate

- Supporting the organisation of parents' evenings/open evenings/celebration evenings
- Ensuring that standards of school uniform are high across the year and taking appropriate actions to address non-compliance with the school uniform policy
- Promoting and assisting with school reward visits and events as appropriate
- Covering the absence of other Pastoral Managers and members of the wider pastoral team
- Organising and helping to deliver assemblies
- Recommending and organising the use of appropriate sanctions including Detention, Isolation and Exclusion following appropriate investigation
- Patrolling the corridors to manage student behaviour
- Providing cover in the "Isolation Room / Seclusion facility", on a rota basis.
- Contributing to the production of agendas for timetabled pastoral meetings and where appropriate taking a lead in such meetings
- To promote the completion of Individual Behaviour Learning Plans, Pastoral Support Plans and paperwork associated to external provision
- To use appropriate methods of communication, including annual reports and reviews, to build up relationships with parents that allow the further development of their children
- To lead the process of ordering and allocation and maintenance of any House related physical resources
- To establish common standards of practice within the House
- To lead meetings of staff as appropriate and organise and lead House specific events in collaboration with relevant colleagues
- To work with the other Pastoral Managers, Heads of House and the wider pastoral team to ensure consistency of application of policies relating to management of students.
- Responsibilities for: LGBTQ+, Student Council, Anti Bullying, Student Well Being within the House
- Supporting the organisation and quality assurance of student reports.
- Covering lessons when required.

#### **Intervention Strategies and Safeguarding Students:**

- Implementing and managing student support plans, including IBPs and Attendance Action Plans
- Implementing and managing parental contracts and Early Help Assessments
- Monitoring attendance and punctuality and taking positive steps to improve attendance and punctuality
- Recommending student referrals for additional support
- To ensure the monitoring of student attendance and punctuality together with students' behavioural progress and performance in relation to targets set for each individual and group; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. Liaising with Form Tutors as appropriate.
- Meeting with the Attendance and Welfare Manager to review attendance and punctuality issues.
- To have a key role in Safeguarding and the implementation of the Safeguarding Framework, in particular in relation to Child Protection. To undertake appropriate safeguarding training, attend inter-agency meetings and support students appropriately

#### **Transition Arrangements:**

- To liaise with other institutions, agencies and pastoral staff as appropriate to ensure a smooth and effective transition for each student from one Key Stage to the next or beyond the school as appropriate
- To arrange in-year admissions days as requested

#### **Monitoring and Evaluation:**

- To implement School quality procedures and to ensure adherence to those within the House

- Within the context of monitoring and evaluation framework, evaluate the work of the House, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality.
- To seek/implement modification and improvement where required

### **General Information**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees.
- Therefore, it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the GDPR. Confidentiality must be maintained at all times.

### **As a member of staff of The Trust**

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

### **About you...**

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

#### **Qualifications and Training**

##### **Essential**

- Experience of working with young people
- Good standard of basic education, equivalent to NVQ 3
- Level 2 qualification in both English and Mathematics

##### **Desirable**

- ICT qualification/training
- Certificate in Support/Learning
- Driving Licence and use of car

#### **Experience, Knowledge and Skills**

##### **Essential**

- Experience of working with young people in a learning environment
- Excellent communication skills
- Excellent administration skills, and IT skills, including the use of excel
- Ability to effectively supervise young people
- Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems
- Ability to establish good professional relationships with colleagues at all levels
- Understanding of Safeguarding and Child Protection
- Willingness to take responsibility
- Commitment to helping young people achieve their potential
- Commitment to own learning

##### **Desirable**

- Experience of working with young people between the ages of 11 - 18 years
- Good IT skills

- Understanding of an effective classroom environment
- Understanding of the variety of ways that student can learn
- Experience of responding to queries/concerns and effective problem-solving to resolve concerns
- Understanding of pastoral
- Understanding of Safeguarding in schools

### **Values and Personal Competencies**

#### Essential

- Belief in the potential of all young people.
- Commitment to the school ethos of respect and inclusion for all
- High levels of organisational and self-management skills
- Effective team player
- Flexibility and adaptability
- Listening skills
- High levels of personal and professional integrity
- Personal impact and presence to inspire respect and confidence in students, colleagues and parents
- Confidentiality
- Commitment to the safety and welfare of students
- A positive role model for young people and colleagues
- Energy, enthusiasm, optimism, ambition and resilience
- Self-motivation and a willingness to accept responsibility
- Excellence of day-to-day contribution and reliability
- Appropriate awareness of health and safety in relation to area of work
- Excellent health and attendance record
- Sense of humour

#### Desirable

- Willingness to contribute to and participate in continuous professional development
- Willingness to get involved in wider extra-curricular activities
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.