

## Job Description

**Post Title:** **Pastoral Manager**

**Location:** **John Port Spencer Academy**

**Salary/Pay Range:** **NJC Points 15-19**

**Hours of work:** **37 hours per week, 42 weeks per year**

**Reporting to:** **Vice Principal - Behaviour**

### **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 Vice Principal in accordance with scheme of Supervision for the academy.

### **Specific Responsibilities**

#### **Student Support and Intervention**

- Deliver tailored one-on-one and small-group interventions to support academic, emotional, and behavioural needs.
- Provide in-class support/support call outs to promote student engagement and inclusion.
- Support students in reflecting on behaviour choices and reintegrating into the classroom post-intervention.

#### **Pastoral and Inclusion Support**

- Collaborate with the Head of Year (HoY), SENCO, and Inclusion Team to develop and implement individual intervention plans.
- Monitor and support students on year team reports, ensuring alignment with school policies.
- Facilitate restorative practices to improve student behaviour and relationships.
- Work with the Inclusion and Behaviour Team to deliver inclusion and redirection programs.
- Participate in weekly assemblies and support form tutors during registration periods.

#### **Behaviour and Safeguarding**

- Respond to referrals related to behaviour, bullying, or student concerns, taking appropriate follow-up actions.

- Refer safeguarding disclosures to the Safeguarding Team and take necessary actions in line with school policy.
- Support the management of the Referral Room, ensuring students complete high-quality work and make progress.
- Track and maintain accurate records of student learning, progress, and behaviour, sharing with relevant stakeholders.

## **Collaboration and Communication**

- Act as a point of contact for parents, providing guidance on their child's needs and facilitating referrals to external agencies.
- Maintain effective communication with parents, staff, and external agencies to support student outcomes.
- Represent the Year Team at multi-agency meetings, SLT behaviour meetings, and parent evenings.

## **Administrative and Organisational Duties**

- Organise the admission and induction of new students, ensuring a smooth transition.
- Support the administration of pastoral procedures, including progress data, student reports, and references.
- Prepare materials and manage curriculum delivery for students in the Referral Room or other designated areas.
- Coordinate year group events, such as Parents' Evenings, educational trips, and transition programs.
- Maintain accurate records of interventions, observations, and student progress, adhering to GDPR and safeguarding policies.

## **Whole-School Contributions**

- Promote school policies on attainment, behaviour, rewards, attendance, and punctuality.
- Participate in 5 x 20-minute lunchtime duties weekly as part of the duty staff team.
- Undertake supervision duties, including after-school activities and fire/evacuation procedures as a Fire Sweeper.
- Contribute to staff training on inclusion strategies and support faculty links to enhance student support.
- Engage in professional development, performance reviews, and uphold Trust policies (e.g., IT, Health & Safety, Safeguarding).

## **Strategic Events and Programs**

- Support key pastoral events, including transition, primary liaison, work experience, and options choices.
- Collaborate with pastoral teams to manage detention rooms and the Referral Centre.
- Celebrate student progress, no matter how small, to foster a positive school culture.

## **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 maybe 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
<b>Qualifications and experience</b>		
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		✓
<b>Knowledge and skills</b>		
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	✓	
<b>Personal qualities</b>		
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	✓		