

**Pastoral Manager**

**Longdean School**

**H7**

**Responsible to: Head of Year**

**Aim and main purpose of the job**

- To work with students, teachers and parents to encourage positive behaviour, improve attendance and punctuality and to celebrate success and achievement
- Pastoral Care

**Key areas of Responsibility**

- To liaise with Heads of Year, teachers, administration staff, students and parents under the direct supervision of the Head of Year
- To record, monitor and identify issues which relate to the School's Behaviour Policy
- To address issues relating to students progress
- To be an initial point of contact with parents over pastoral issues
- To liaise with outside agencies as appropriate
- To record and monitor attendance and punctuality in a year group and liaise with students, teachers and parents as necessary
- To record, monitor and generate rewards for positive behaviour
- To engage hard to reach parents in their child's education
- Daily pastoral support to all pupils in the year group

**Person Specification**

**Educational Qualifications/Training**

- Numeracy and Literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths

**Professional Experience, Knowledge and Understanding**

- Working with children of relevant age
- Working as part of a team
- Ability to use ICT
- Able to communicate both orally and in writing
- Able to communicate with parents and outside agencies

**Personal Qualities and Skills**

Ideally we are looking for someone who:

- Has strong interpersonal skills
- Can motivate students
- Is energetic, creative and enthusiastic
- Is cooperative, flexible and responsible
- Is reliable and well organised
- Is calm, optimistic and has a sense of humour
- Is able to prioritise
- Is able to maintain confidentiality

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Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.