



Affinity
Learning Partnership

Affinity Learning Partnership Job Description and Person Specification

Post title:	Pastoral Manager
Accountable to:	Assistant Principal
Grade:	ALP Grade 7
Post holder name:	
Post holder signature:	

ROLE OVERVIEW:

Oversee the provisions for the emotional, social, and behavioural needs of students in and outside of the classroom. Work closely with the heads of year, pastoral team, teachers and parents to identify and address issues that may affect a students' ability to learn and thrive in school.

KEY ACCOUNTABILITIES:

MAIN DUTIES

Support for Students

- Establish and maintain relationships with individual pupils and groups
- Support individuals or groups of students during learning activities
- Promote students' social and emotional development
- Contribute to the health and well-being of pupils
- To be on call to support staff with pupils
- Support pupils with specific needs, for example, cognitive or learning difficulties, behaviour, emotional and social development needs
- Support pupils with literacy and numeracy skills
- Support pupils to access the curriculum
- Observe and report on pupil performance
- Assist in preparing and maintaining the learning environment
- Contribute to the management of pupil behaviour
- Review and maintain pastoral support plans
- Support the maintenance of pupils' safety and security
- Supervise groups when required
- Intervention overview
- Strategic and Data-Informed Practice:
 - Monitor behaviour, safeguarding, and attendance data to identify patterns and priority students.
 - Coordinate and evaluate targeted pastoral interventions in response to identified needs.
 - Contribute to the development and implementation of whole-school pastoral strategies.
 - Provide pastoral intelligence and recommendations to ALT, Heads of Year and DSL to inform decision-making.

Support for Teachers

- Support access to learning using appropriate strategies and resources and ensure completed work is returned to teachers for marking

- Liaise with SENDCO, teaching and pastoral teams and share information/strategies to support pupils to be successful in lessons
- Provide accurate feedback and reports as required, to staff on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Manage record keeping systems and processes
- Evaluate effectiveness of interventions
- Establish constructive relationships with parents/carers
- Develop and maintain working relationships with internal and external professionals, attending meetings as required

Support for the School

- Line manage the pastoral function
- Devise and implement strategies and initiatives which promote the emotional, social, and behavioural needs of students
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Promote and safeguard the welfare of pupils
- To carry out any other tasks appropriate to the level and responsibilities of the position, as may be requested by the Principal.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies).
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.

- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

PERSON SPECIFICATIONS: PASTORAL MANAGER

Education & Qualifications	Essential	Desirable
A good standard in education five or more GCSEs at grade C or 4 and above including Maths and English	✓	
Good level of ICT skills including Microsoft Office package	✓	
Level 4 safeguarding training		✓
Knowledge & Skills		
Good communication and organisational skills.	✓	
Ability to work effectively with, relate to and earn the trust of young people, families and carers, and staff.	✓	
Knowledge of student welfare issues and understanding of how these can impact educational performance.	✓	
Understanding of the practice and procedure in education relating to the welfare, safety and education of young people.	✓	
Ability to work constructively as part of a team and on own initiative.	✓	
Personal Attributes		
Customer focussed.	✓	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Communicates effectively.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Commitment		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism	✓	

and consistent high expectations at all times which supports the ethos of the Trust.		
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development.	✓	
Other		
Ability to travel to other Trust sites.	✓	
Is fluent in the use of the English language.	✓	