

## JOB DESCRIPTION

<b>Job Title:</b>	Pastoral Manager	<b>Reporting to:</b>	Assistant Headteacher
<b>Location:</b>	Arena Academy	<b>Annual salary:</b>	Grade 5a, point 32-36 £39,929 - £43,975 pro rata
<b>Contract type:</b>	Permanent, Term Time Only plus 3 weeks	<b>Hours of work:</b>	Monday – Friday 37.5 hours per week

### Job Purpose and Responsibilities

- To manage the Year Group Coordinator team, leading the team and the pastoral support and strategies for students, supporting the leadership team in improving, monitoring, and evaluating pastoral strategies.
- To line manage, support, and supervise Year Group Coordinators.
- To oversee and direct Year Group Coordinators, as required.
- To allocate work to Year Group Coordinators.
- Provide support and advice to Year 11 students in line with promoting their social care and personal development with respect to learning and next steps.
- Provide general student support in terms of their health and mental well-being.
- Liaise with external agencies on behalf of the pastoral team.
- Be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- Attend case conferences as directed.
- To be the point of reference for The Assistant Headteacher regarding behaviour issues to ensure appropriate direction of Year Group Co-Ordinators.
- Check statements relating to incidents, following up directly when appropriate.
- Respond to and take steps to resolve relationship issues between students.
- Liaise with Assistant Headteacher so YGCs are aware of and actioning levels of reports for students in line with Academy Behaviour Processes.
- Respond to levels of bullying as directed by Assistant Headteacher and implement policies and strategies to combat it through year group co-ordinators.
- Produce reports on levels of incidents dealt with and other issues relevant to the post.
- Follow up attendance matters by deploying year group co-ordinators and other pastoral staff in conjunction with Assistant Headteacher.
- Implement strategies to improve attendance of students including implementation and monitoring of agreed attendance sanctions.

- To conduct end-of-term attendance home visits.
- Work with Assistant Headteachers to review behaviour and attendance data to devise, implement and monitor individual or group action plans for students when required.
- Ensure contact is made to parents whenever incidents are dealt with – e.g., bullying, racial incident files.
- Produce appropriate records of incidents dealt with e.g., bullying, racial incident files.
- Arrange for work to be set through Year Group Co-Ordinators for absent students due to medical issues or other illness.
- Arrange parental appointments, including those with Heads of Year or SLT as appropriate.
- To assist in break/lunch supervision if required.
- Represent the school in a manner consistent with its ethos and values.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school
- and students.
- Work with other leaders within pastoral management to ensure that a cohesive approach is adopted in respect of managing “whole” development of students across all key stages.
- Contribute to the effective transfer of pupil information, where appropriate, implement support strategies for students at risk of disaffection and exclusion.
- Ensure that pupil rewards and incentives are promoted, developed, and issued.
- Attend regular Year Co-Ordinator team meetings to share and develop best practice. Attend full Pastoral Leadership Team meetings.
- Assist the Assistant Headteachers.
- Managing and meeting deadlines.
- Deploy Year group co-ordinators to plan tutor time Respect sessions as required and in responses to local, national and cohort-level issues.
- Communicate with families and record these meetings.
- To continue personal development in the relevant areas including subject knowledge, pedagogy, educational developments.
- To engage actively in the Performance Management cycle.
- Participate in whole school CPD programmes.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the Academy.

- Comply with the Academy’s Safeguarding Policy to ensure the safety and welfare of children and young persons.
- To communicate effectively with the parents and carers of students as appropriate.
- To take part in marketing and liaison activities or events.
- To provide cover for one week of summer school and activities in May half term.
- To provide Saturday revision and intervention through May/June exam period.
- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote the CORE values and embed them within the school community.
- To actively promote academy policies and procedures.
- To undertake duties during the day as per the rota in times such as break and lunch.
- To attend meetings, staff training and any calendared Academy events as expected
- Manage and support restorative processes across the school –and integration of all students from:
  - Managed Moves
  - Return from exclusion

The above is not exhaustive and may be amended commensurate with the post holder’s salary and grade as required by the Headteacher.

### **Special Conditions of Employment Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

## Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

Job Description Reviewed on:	
Job Description Reviewed by:	