

MATRIX ACADEMY TRUST
Job Description – Pastoral Manager

Based at:	Etone College
Arrangement:	37 Hours Term Time Only Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 12 Spine Point 45-48
Responsible for:	Providing targeted support to modify behaviour and develop social and emotional skills. Remove barriers to learning for pupils and create a sense of belonging and responsibility within the school community.
Main Activities:	• Work with small groups of identified children to ensure there are no barriers to their learning and development. • Monitor behaviour and apply a range of intervention strategies where necessary to support pupils. • Create a learning environment which fosters a positive attitude and safe space for pupils. • Identify and refer pupils to other pastoral support mechanisms where required e.g. School Counsellor. • Liaise with other colleagues as required e.g. SLT, departmental leads. • Meet regularly with the pastoral team to ensure consistency of application of policies relating to pupil behaviour and wellbeing. • Support SLT and Heads of House with parental meetings when required. • Liaise with external services and providers when required. • Be a positive role model for all pupils.
Other:	• To play a full part in the life of the school community and to support its distinctive mission and ethos. • To encourage pupils to follow this example. • To actively support school policies. • To attend any other training courses as required. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Any other duties as directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – Pastoral Manager

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Mental Health First aid trained	D	A
Any other relevant qualifications surrounding safeguarding and pastoral care	D	A
Experience and Knowledge		
Working within a similar role and environment involving young people	E	I/A
Experience of supporting children who may have adverse experiences e.g. trauma	E	I/A
Knowledge of safeguarding processes and procedures within a school or similar environment	E	A/I
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages (Microsoft Office)	E	I
Knowledge of Management Information Systems	D	A/I
Familiar with office equipment e.g. phone systems, copiers	D	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent communication and interpersonal skills	E	A/I/S
Ability to build rapport with students, parents, and colleagues	E	A/I/S
Have strong organisation and time management skills	E	A/I/S
Able to prioritise own workload and multi-task	E	A/I/S
Ability to be a flexible worker due to the different demands of the role	E	A/I/S
Be self-reflective and independent	E	A/I/S
Be motivated, resilient and able to work alongside pupils that can sometimes have distressing experiences	E	A/I/S
An open, honest and active listener	E	A/I/S
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I/S
Ability to handle highly confidential information	E	A/I/S

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).