

# **Pastoral Manager**

## **Job Description**

### **Grade: GR4**

#### **1. Job Purpose**

- 1.1 Support the Deputy Head in improving monitoring and evaluating pastoral strategies.

#### **2. Key Responsibilities**

##### **Support Standards**

- 2.1 Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety.
- 2.2 Respond to and take steps to resolve relationship issues between students.
- 2.3 Provide general student support e.g. lost items, upsets.
- 2.4 Monitor attendance.
- 2.5 Follow up attendance matters, including for agreed target students and contact or meet with parents.
- 2.6 Collect and collate statements relating to incidents, following up directly when appropriate.
- 2.7 Issue, collect and follow up target cards for identified students.
- 2.8 Contribute to pastoral support plans, including Risk Reduction Plans and Risk Assessments.
- 2.9 Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children.
- 2.10 Liaise with external agencies.
- 2.11 Become a Designated Safeguarding Lead – designated member of staff when trained to undertake the role.

- 2.12 Attend case conferences as directed.
- 2.13 Contribute to the provision and organisation of the mentoring programme to raise attainment.
- 2.14 Contribute to organisation of events and programmes.
- 2.15 Contribute to staff meetings as requested.

### **Communication**

- 2.16 Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- 2.17 Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files.
- 2.18 Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
- 2.19 Arrange for work to be set and collected for exclusion and other student absence.
- 2.20 Seek reports on student progress from staff.
- 2.21 Arrange parental appointments for as appropriate.

### **Evaluation**

- 2.22 Monitor levels of bullying and implement policies and strategies to combat it.
- 2.23 Produce reports on levels of incidents dealt with and other issues relevant to the post.

### **General**

- 2.24 Attend Junior Leader Meetings as requested.
- 2.25 Assist with on call duties if appropriate.
- 2.26 To assist in break/lunch supervision if required.
- 2.27 Represent the school in a manner consistent with its ethos and values.

- 2.28 Contribute to school development through identified communication and consultation channels.
- 2.29 To respect the confidential nature of information relating to the school and students.
- 2.30 To have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.31 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.32 To adhere to the ethos of the school.
  - 2.32.1 To promote the agreed vision and aims of the school.
  - 2.32.2 To set an example of personal integrity and professionalism.
  - 2.32.3 Attendance at appropriate staff meetings and parents evenings.
- 2.33 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

### 3. Supervision Received

Supervising Officer's Job Title:

#### 3.1 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
- 3. Plan own work to ensure the meeting of defined objectives

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

## 5. Special Conditions

5.1 None

### Person Specification

#### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	Degree level qualification in relevant subject. Teaching Assistant equivalent qualification.	AF/C
<b>Experience</b> Relevant work and other experience	Recent experience of managing and improving attendance. Recent experience of supporting children and families to remove barriers to learning. Recent experience of successful implementation of a range of pastoral strategies. Recent experience of working in schools with children and families.	
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b> <b>Good administration, communication and interpersonal skills.</b> <b>Understanding of monitoring and evaluation processes.</b> <b>Commitment to efficient team work.</b> <b>Good time management skills and ability to meet deadlines.</b>	
<b>Training</b>	DSL – or commitment to achieve qualification.	

<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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