


JOB DESCRIPTION		
JOB TITLE	Pastoral Manager (37 hours, 38.6 weeks)	
REPORTS TO	Director of Pastoral Care	
SUPERVISES	N/A	GRADE 7 Support SCP18 - SCP23

PURPOSE OF THE POST

To support the Academy's vision by ensuring the behaviour and welfare of all students in the year groups is managed and effectively supports their academic achievement.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

MAIN RESPONSIBILITIES

Every single member of staff at the Academy is employed to translate this vision into effective action. For this role their prime responsibilities are as follows:

1.	Assume responsibility for the welfare of students; follow up incidents promptly; maintain detailed records and student files via the school information management systems; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions as appropriate (including after school detentions); communicate with parents/ carers.
2.	Manage any minor tutor group changes in tandem with the Head of Year throughout the academic year and ensure there is an induction programme in place for students entering the year groups during the course of the academic year, to coordinate new admissions with the Director of Pastoral Care and Head of Year.
3.	Share the responsibility for cover in the Internal Exclusion Unit where students have been isolated and ensure solution focussed strategies are implemented to ensure future pupil success e.g. manage behaviour reports; monitor positive behaviour; assist in the creation of detailed support plans.
4.	Monitor the rewards and Behaviour for Learning 'Lesson Monitor' systems across the Year Groups. Working with the Head of Year to celebrate success and keep the profile of

	positive behaviour high in the Year groups. Keep parents informed of success. Keep relevant displays up to date.
5.	To act as the first point of contact for students, responding to enquiries and requests and to be responsible for confiscated items and to support students in their learning and encourage positive attitudes and behaviours in and around school.
6.	Respond to and take steps to resolve relationship issues between students.
7.	Monitor and evaluate the lesson codes of students of the Year Groups and work with the Assistant Head to celebrate success and address any issues. Ensure the golden tickets and the celebration rewards breakfasts are organised
8.	Liaise with Head of Year, Director and Pastoral Care and SENDCo to devise appropriate interventions for students (including producing pastoral support plans) exhibiting emerging behaviour and/or pastoral issues, maintaining electronic logs and impact measures (and make sure these are logged accordingly).
9.	Respond to parental enquiries by telephone, letter or email, as appropriate, in an efficient, effective and timely manner.
10.	Keep accurate records of all communications with parents, all sanctions issued and any other pertinent pastoral information relating to students within the year groups in consistent student electronic files. Provide detailed reports, as necessary for external audiences e.g. Governors Disciplinary panel following exclusions.
11.	Arrange for work to be set and collected for exclusions or other absences.
12.	To undertake a lunchtime duty each week.
13.	To support tutors in ensuring standards of uniform are high by loaning uniform, issuing sanctions and/ or communicating with parents/carers.
14.	Support year groups trips and transition work as appropriate.
15.	Promote and organise any whole year activities such as sponsorship, charitable events and Prom.
16.	Responsibility for safeguarding and promoting the welfare of students.
17.	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc.
18.	Attend external agency meetings including Child Protection Conferences, Strategy meetings, Core Groups and Child in Need meetings.
19.	To Lead Early help assessments and plans.
20.	Support Parents evenings, Option evenings and information evenings to support disadvantaged families.
21.	To coordinate year group detentions and communicate with home regarding the completion of these. To coordinate any follow up sanction if students fail to attend.

22.	To coordinate medical interventions. To ensure the list of all students with medical conditions is kept up to date. To communicate medical issues to SENDO and access arrangement team.
<i>Year 6/7 Pastoral Manager (in addition to the above)</i>	
23.	<p>To contribute to and support a vibrant, seamless and effective pupil recruitment and induction programme. Working closely with SLT and Year 7 Head of Year, ensure that communications with parents and primary schools are timely and positive and that records and processes concerning student admissions and primary transfer are maintained. These include:</p> <ul style="list-style-type: none"> • Organising parent tours • Supporting with the communication, administration and delivery of primary workshops and events • Developing positive relationships with potential students and parents, including primary school visits • Attending and having input into school open evenings
24.	To manage all in year admissions, collect appropriate records from the previous school and ensure that, through liaison with Head of Year, students are provided with an appropriate curriculum