

Job Title: Pastoral Manager	Pay Scale: PPS 11
Normal Place of Work: The Priory Ruskin Academy	Line Manager: Deputy Headteacher (Pastoral)
Role Summary: To manage the provision of pastoral and administrative support for students in a specific House. To work closely with the Head of House and to support all colleagues in the pastoral team to ensure the pastoral welfare of students in the Academy. To work closely with outside agencies and families ensuring the welfare of students, initiating and leading Early Help Assessments.	

DUTIES AND RESPONSIBILITIES

1. Take responsibility for the pastoral care of students in a particular House group:
 - Maintain the standards of uniform, attendance, punctuality, behaviour and discipline through detailed support plans and Pastoral Support Plans.
 - Liaise directly with the Deputy Headteacher/SLT person responsible for pastoral care, to ensure the welfare of the students in their House;
 - Liaise with teaching colleagues regarding pastoral issues which may affect learning;
 - Liaise with the Attendance Officer to ensure attendance expectations are being met in the House;
 - Assist with home visits;
 - Act as a first point of contact for parents regarding all pastoral issues;
 - Communicate with parents as necessary to support behaviour and other issues;
 - Act as a Learning Mentor to support students with the most challenging behavioural and/or emotional issues;
 - Support students who join the Academy mid-term through the creation and implementation of a relevant induction programme;

2. Take responsibility for the efficient running of all administrative aspects for the House group, including House events:
 - Document all referrals in respect of behaviour, uniform, social and emotional issues through the Pastoral Log;
 - Work in partnership with Student Support staff to provide information to support the SEN process of statements, reviews and referrals;
 - Provide attendance data for specific students, form groups, House groups, year groups and other designated groups;
 - Track attendance and implement strategies to improve attendance, including meeting with parents and, where necessary, home visits with the attendance officer;
 - Operate and monitor student study sessions and student study support;
 - Support year group events, eg. Parents' Evening, reward trips, year assemblies.

3. Take an active role in organising holistic student support:

- Liaise with other specific outside agencies to organise support, eg Team Around the Child (TAC).
 - Represent the Academy at meetings with outside agencies; e.g. Team Around the Child meetings, Child in Need meetings, Child Protection meetings.
4. Manage the day to day medical issues of students:
 - Provide the necessary primary first aid and, where appropriate, longer term support e.g. for students needing support to manage diabetes.
 5. Organise and take part in any residential trips for their House, when required.
 6. Support the Academy's behaviour support system.
 - Support the 'on call' system.
 7. When necessary, support students in House groups other than the one designated, as an active member of the pastoral team, including covering for absence of other Pastoral Managers.
 8. Any such other duties as may be determined from time to time within the general scope of the post.

This list is not exhaustive and you may be required to undertake any additional duties with the general scope of this role as determined by your line manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust’s Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

***Acceptance of the Job Description**

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....

Please sign and return one copy of the Job Description

**(To be completed after post accepted)*

Person Specification – Pastoral Manager

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Maths grade (A*-C) or equivalent	x		AF/CERT
Proficient in the use of email and the internet	x		AF/IV
Level 2 IT Qualification/ Experience or equivalent		x	AF/CERT
Willingness to undertake relevant safeguarding training	x		AF/IV
Further relevant qualifications		x	AF/CERT
KNOWLEDGE AND EXPERIENCE			
Experience of working with students	x		
Experience of working in a multi-agency arena		x	AF/IV
Knowledge and understanding of student intervention techniques.	x		AF/IV
Experience of supporting groups of students as well as students on a one to one basis.	x		AF/IV
Demonstrate commitment to safeguarding and ensuring and promoting the welfare of children and young people.	x		AF/IV
SKILLS AND ABILITIES			AF/IV
Good organisational and administrative skills	x		AF/IV
Outstanding communication skills in dealing with a wide range of people	x		AF/IV
Ability to motivate students, good interpersonal skills.	x		AF/IV
Ability to adapt to meet the needs of the pupils.	x		AF/IV
Able to work on own initiative as well as part of a team	x		AF/IV
Able to work under pressure to meet specific deadlines	x		AF/IV
Full UK driving license		x	AF/IV
Flexibility with a willingness to adapt working patterns to fit the needs of the Academy.	x		AF/IV
Must accept and actively support the Trust's agreed values.	x		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview