**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School** | **Marshland High School** |
| **Job Title:** | **Pastoral Manager** |
| **Grade:** | **Grade G, Pt 26 – Pt 28 (£12.37 - £13.20/hr), £23,866 - £25,463 per annum FTE based on a 37 hour working week. Please note that salary will be pro rata** |
| **Hours/weeks:** | **37 hours per week, 39 weeks per year** |
| **Reports to:** | **Deputy Headteacher** |

**Purpose of the Job**

To support the work of the designated Pastoral and Academic teams and to assist the Key Stage Achievement Leaders to raise standards of achievement and extra-curricular engagement.

**Responsibilities**

* Assist Middle Leadership to raise standards of achievement and extra-curricular engagement
* Designated Safeguarding Lead (DSL)
* Monitor, record and communicate safeguarding issues as a member of the Child Protection Team
* Support Key Stage 2/3 transition/options and IAG programmes where appropriate for KS3 or KS4
* Manage and assist the pastoral care in the Key Stage working closely with colleagues to ensure consistency of practice, procedures and core values
* Provide a high quality service of pastoral care supporting students, parents and staff through a calm and professional management style
* Be available throughout the day to deal with students’ problems and concerns
* Act as the first point of contact for parents and carers of students in the Key Stage
* Resolve routine parental issues and organise referral in situations needing teacher intervention
* Assist investigations into incidents involving students
* To offer a restorative approach to resolving conflict
* Visit classes to support behavioural issues or problems with vulnerable students
* Ensure SIMS Student Information System records are accurate and up to date
* Prepare paperwork for PSPs/Interim reports/Permanent Exclusions
* Collate Lesson Monitor comments and inform relevant teacher
* Support School Uniform Policy
* Liaise with pastoral team and Senior Lead for Attendance to ensure 100% register completion (all sessions)
* Provide support for Fast Track Attendance panels
* Record late arrivals and arrange appropriate sanctions
* Follow up non-attendance issues before 10am including phone calls home
* Organise diaries for the relevant Middle Leader
* Co-ordinate break/lunch and after school detentions
* Arrange delivery and monitor work for excluded/isolated/weekly reviews for long term absence students
* Monitor behaviour and proactive attendance management of students
* Support student leadership teams
* Carry out admin duties for the Key Stage
* Organise reward events such as celebration teas, certificates and reward assemblies
* Provide administrative support for new intake of Y6
* Support and deliver assemblies to groups of students

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How Assessed** |
| Level 2 English |  |  | Appl/Ref |
| Level 2 IT qualification |  | ✓ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people |  |  | Appl/Int/Ref |
| Experience of working in a team |  |  |
| Experience of communicating with customers/clients |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How Assessed** |
| Skills and knowledge to deal with student safety and behaviour |  |  | Appl/Int/Ref |
| Setting high standards to staff and students by personal example |  |  |
| Ability to work effectively under pressure |  |  |
| Ability to prioritise and meet deadlines |  |  |
| Commitment to continued personal development |  |  |
| Assimilate information quickly and prepare succinct summaries |  |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support |  |  |
| Demonstrate a commitment to equal opportunities |  |  |
| A willingness to relate to the local community |  |  |
| Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing |  |  |
| Good ICT skills |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Qualities** | **Essential** | **Desirable** | **How Assessed** |
| Ambition for self and others |  |  | Appl/Int/Ref |
| Genuine concern for others |  |  |
| Decisive, determined and self-confident |  |  |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

Appl = Application Form Int = Interview Ref = Reference