**[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:** | **Senior Pastoral Manager** |
| **Grade:** | **Grade H, Pt 23 – Pt 25 (£13.99 - £14.92/hr), £26,999 - £28,785 per annum FTE based on a 37 hour working week. Please note that salary will be pro rata** |
| **Hours/weeks:** | **37 hours per week, 40 weeks per year (Term Time + 2 weeks)** |
| **Reports to:** | **Deputy Headteacher** |

**Purpose of the Job**

To lead the team of pastoral managers supporting and promoting high expectations of student behaviour across the school. Promoting strong trusting relationships between external agencies, parents and staff.

**Responsibilities**

* Lead and develop the team of pastoral managers, providing them with professional development, advice and guidance where appropriate.
* Role of Senior Designated Safeguarding Lead (reporting on all safeguarding matters to Deputy Headteacher).
* Lead all safeguarding casework with external agencies (including CIN and similar meetings) to ensure the safety and well-being of our vulnerable students.
* Monitor, record and communicate safeguarding issues as a lead member of the Child Protection Team (including use of CPOMS to analyse and support the evaluation of the schools safeguarding work)
* Support the Pastoral Managers with their year specific focus areas e.g. Year 6 Transition
* Lead the management of pastoral care across the school, working closely with all staff colleagues to ensure consistency of practice, procedures and core values
* Lead the provision of a high quality service of pastoral care supporting students, parents and staff through a calm and professional management style
* Be the key pastoral lead for serious incidents of behaviour (those warranting possible exclusion), advising pastoral managers on behaviour management strategies, communications with parents and the choice and implementation of behaviour sanctions as well as the lead on all serious safeguarding incidents and reports.
* Be available throughout the day to deal with students’ problems and concerns
* Alongside your team of pastoral managers, act as the first point of contact for parents and carers of students
* Support the pastoral managers in resolving parental issues and organise referral in situations needing teacher intervention
* Lead the pastoral managers 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
* Lead the team of pastoral managers in preparing paperwork for PSPs/Interim reports/Permanent Exclusions, agency meetings.
* Alongside the Deputy Headteacher, lead policy development, implementation and monitoring to help support the highest expectations of behaviour across all aspects of school life.
* Lead the pastoral managers monitoring of attendance registers to ensure 100% register completion (all sessions).
* Lead pastoral managers in implementation of strategies to improve and sustain good levels of attendance
* Lead paperwork for Fast Track Attendance panels
* Ensure pastoral managers of monitoring late arrivals and arranging appropriate sanctions
* Ensure pastoral managers are following-up non-attendance issues before 10am including phone calls home
* Lead the pastoral managers in the management and staffing of break/lunch and after school detentions
* Ensure pastoral managers arrange delivery and monitor work for excluded/isolated/weekly reviews for long term absence students
* ‘Deputise’ for any of your pastoral managers in their absence
* Carry out other admin duties, as needed, to support the pastoral wellbeing of students
* Support at all parents evenings and other school events when required.
* Support and deliver assemblies to students
* Be the lead contact of LAC students, including student PEPs and associated review meetings.

**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 in this document 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 and Maths |  |  | Appl/Ref |
| Educated to Degree Level |  | ✓ |
| Evidence of appropriate and continuous further professional development | ✓ |  |
| Safeguarding Lead Designation |  | ✓ |

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| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people |  |  | Appl/Int/Ref |
| Experience of working within a multi-agency discipline |  | ✓ |
| Experience of working in different schools |  | ✓ |
| Experience of working in a team |  |  |
| Experience of communicating with customers/clients |  |  |

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| --- | --- | --- | --- |
| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How Assessed** |
| Refined skills and knowledge to deal with student safety and behaviour |  |  | Appl/Int/Ref |
| Demonstrable commitment to leading the professional development of others |  |  |
| Setting high standards to staff and students by personal example |  |  |
| Ability to work effectively under pressure |  |  |
| Ability to prioritise and meet deadlines |  |  |
| Highest integrity in all aspects of professional practice |  |  |
| Motivate inspire and empower |  |  |
| 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 |  |  |

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| --- | --- | --- | --- |
| **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