http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg

**JOB DESCRIPTION**

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| **Job Title:** | **Pastoral Manager** |
| **Grade:** | **Grade G Points 26 – 28, £12.37 - £13.20 per hour)**  **(FTE £23,866 - £25,463 per annum FTE (based on a 37 hour week)** |
| **Hours/Weeks** | **37 hours/week, 40 weeks/year (Term Time + 2 weeks)** |
| **Reports to:** | **Senior Pastoral Manager** |

**Purpose of the Job**

To support the work of the designated Pastoral and Academic teams to raise standards of achievement and extra-curricular engagement.

**Responsibilities**

* Assist the Pastoral and academic teams to raise standards of achievement and extra-curricular engagement
* Support KS2-3 transition / options and IAG programmes where appropriate for KS3 or KS4.
* Manage and assist the pastoral care in the Key Stage working closely with the Pastoral Team to ensure consistency of practice and procedures
* 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 pupils
* Maintain student records ensuring SIMS is kept 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 SLT Lead for attendance to ensure 100% register completion (all sessions)
* Provide support for Fast Track
* Record lates and arrange appropriate sanction
* Follow up non-attendance before 10am
* Ensure 100% of lesson registration is taken
* Coordinate break/lunch and after school detentions
* Monitor work for excluded/isolated/long term (at least week) absence pupils and arrange delivery
* Monitor behaviour and attendance stats for Key Stage
* Manage the work of the Key Stage Ambassadors
* Carry out admin duties for the Key Stage
* Organise reward events such as celebration teas, certificates and reward assemblies
* Monitor, record and communicate safeguarding issues to the child protection team
* Provide first aid as required to students and staff

**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

**Pastoral Manager**

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

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| **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 |  |  |

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| **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 |  |  |

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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