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**JOB DESCRIPTION**

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| **School/College:** | **West Norfolk Academies Trust****Based at Smithdon High School** |
| **Job Title:** | **Pastoral Manager**  |
| **Grade:** | **Support scale G, Point 18 - 22 , £ 22,326 - £ 24,167****(£25,419 - £ 27,514 FTE per annum )** |
| **Hours/weeks:** | **37 hours per week, 40 weeks per year (term time + 2 weeks)** |
| **Responsible to:** | **Assistant Headteacher**  |
| **Key Relationships/Liaison with** | **Heads of Subject, Tutors and Subject Teachers** |

**Purpose of the Job**

To support the work of the designated Pastoral and Academic teams.

**Main Duties & Responsibilities**

* To assist the Key Stage Assistant Headteachers to raise standards of achievement and extra-curricular engagement
* Support Key Stage Assistant Headteachers with transition/options and IAG programmes where appropriate
* To manage and assist the pastoral care in the year groups working closely with other

Pastoral Managers to ensure consistency of practice and procedures

* To provide a high quality service of pastoral care supporting students, parents and staff through a calm and professional management style
* To be available throughout the day to deal with students’ problems and concerns
* To be the first point of contact for parents and carers of students in the relevant year groups.
* To resolve routine parental issues and organise referral in situations needing teacher intervention
* To assist investigations into incidents involving pupils
* To maintain student records, ensuring SIMs and CPOMS are kept up-to-date
* To prepare paperwork for PSPs/Interim reports and EHAPs/FSPs
* To collate Lesson Monitor comments and inform the relevant teacher
* To support School Uniform Policy
* In liaison with the pastoral team and attendance officer, to ensure 100% register completion (all sessions, including lessons) and to meet with parents regarding attendance concerns.
* To monitor behaviour and attendance stats for the year groups and liaise with Attendance Officer.
* To monitor work for excluded/isolated/long term (at least a week) absence pupils and arrange delivery
* To co-ordinate break/lunch and after-school detentions.
* To carry out admin duties for the year groups
* To work alongside the admin and data teams.
* To organise reward events such as celebration teas, certificates and reward assemblies
* Monitor, record and communicate safeguarding issues to the Senior Designated Safeguarding Leads
* To be part of the Safeguarding Team for Smithdon High School
* Other whole-school administrative duties commensurate with salary level

**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 including positive mental health and expects all staff and volunteers to share in this commitment.

All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list. The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply

**PERSON SPECIFICATION**

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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** |
| Positive attitude to work |  |  | Appl/Int/Ref |
| Supporting positive mental health within the school |  |  |
| Ambition for self and others |  |  |
| 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