

Pastoral Manager – Job Description

Post Title:	Pastoral Manager
Purpose:	To manage student behaviors and parental contact for students in your designated cohort
Reporting to:	Head of KS4
Responsible for:	Operationally managing behaviour and supporting the delivery of pastoral care
Liaising with:	Head Teacher, Deputy Head Teacher, Assistant Head Teachers and Associates, Subject Leaders, Pastoral Leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents/carers and governors
Working Time:	Term Time plus 5 days 37 hours a week.
Scale	Grade I

MAIN (CORE) DUTIES

Leadership of cohort	<ul style="list-style-type: none"> Promote the culture of school through ‘Be the best you can be’ and the 3 Rs (Ready, Respectful, Responsible) and supporting the delivery of SMSC and PSHE in school.
Pastoral Care and Student Support	<ul style="list-style-type: none"> Maintain high standards of uniform Have operational responsibility for behaviour in the school day including on calls, duties and detentions To be the first point of contact for parents/carers of students in this year group To ensure that bullying is dealt with swiftly and effectively within this year group, with appropriate records kept Liaise with and share information with the attendance team Identify students whose behaviour is a concern (through regular SIMS analysis) and direct or instigate appropriate intervention to address presenting issues. Identify barriers to positive behaviour with individuals and groups of students and put in place support to address presenting needs Lead on parental meetings following internal and external exclusions. Ensure that communication with parents of students in the cohort is excellent, both globally and for individual students. Attend other pastoral meetings as appropriate.

Communication	<ul style="list-style-type: none"> • Deliver assemblies for the year group as required • Lead on communication with staff to ensure the timely dissemination of relevant pastoral information to staff. • Lead on liaison with parents and staff on student behaviour and welfare matters keeping them informed regarding issues and actions. • Ensure effective liaison with relevant outside agencies.
General	<ul style="list-style-type: none"> • Attend weekly pastoral briefing meetings. • Uphold and actively support the school's policies and procedures. • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Other Specific Duties:	
<ul style="list-style-type: none"> • To actively promote the school's policies and procedures. • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To continue personal development as agreed. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCD not mentioned in the above. 	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.