

	<b>Job Description:</b>	<b>Salary Scale:</b>	<b>PO2</b>
	<b>Pastoral Manager</b>	<b>Hours/Weeks:</b>	<b>36 hours/43 weeks (including student lunchtimes)</b>
		<b>Updated:</b>	<b>May 2018</b>

<b>Person reports to:</b>	<ul style="list-style-type: none"> <li>● Head of House</li> </ul>
<b>Person supervises:</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Purpose of Job:</b>	<ul style="list-style-type: none"> <li>● To be part of the House Leadership team.</li> <li>● To manage day to day issues of student welfare and behaviour for the House</li> <li>● To promote and contribute to the ethos of the school enabling students to develop personal excellence and a sense of pride in their House and School.</li> <li>● To be an important member of the House Leadership team and to be instrumental in forming and sustaining relationships with parents and carers.</li> </ul>

## MAIN DUTIES AND RESPONSIBILITIES

### 1. Working with Students

- To mentor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
- To facilitate weekly interventions for groups of students
- To organise the House Council; facilitate and attend meetings and ensure that it is effectively linked with the School Council
- To support the Head of House in ensuring that Student Leaders develop their leadership skills and contribute to the House
- To lead on the development of a range of peer mentoring activities within the House
- To lead on Anti-Bullying activities within the House including leading the work of a group of student Anti-Bullying Ambassadors
- To take a lead in managing behaviour in the House Group and coordinate interventions
- To investigate incidents for the House or Faculty
- To respond to and lead on resolving relationship issues between students
- To encourage students to become more actively involved in school life including charity and community work
- To assist in transition arrangements at the beginning, during and end of year
- To support those students who receive targeted intervention by the Behaviour Support Team as they are at risk of being excluded from schools
- To actively support students around issues regarding their welfare and safeguarding

## **2. Working with Systems**

- To effectively use Go4Schools to track the behaviour of students and groups of students that are causing concern within the House
- To support whole behaviour systems including focus week detentions, IER, House and Faculty Detentions and Leadership Team detention
- To coordinate House referrals to the Student Support Panel and coordinate any resulting interventions
- To coordinate House specific rewards
- To deal with behavioural incidents in accordance with School policy
- To maintain records of interventions and meetings and communicate these effectively with relevant parties
- To complete Fixed Term Exclusion and external placement paperwork
- To ensure the smooth running of parents evenings and other events.
- To provide cover supervision for tutor groups, On Call and the Internal Exclusion Room when needed
- To support a programme of extra-curricular activities
- To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the house group, in liaison with the House Support Officer and House Support Team Leader
- To supervise students during lunchtimes

## **3. Working with Staff**

- To form an effective House Leadership team with the Head of House, Head of Faculty and House Support Officer supported by the SLT House Line Manager
- To lead agenda items in House Meetings and encourage a team ethos with tutors
- To support the work of tutors
- To liaise with individual teachers, departments and faculties in relation to the monitoring of individual students' behaviour
- To liaise with outside agencies regarding individual students

## **4. Working with Families**

- To be the first port of call for parents in relation to student behaviour and barriers to learning
- To form strong relationships with parents and carers
- To regularly meet with families of students whose behaviour is causing concern
- To be present at Return from Exclusion meetings

## **5. Data Protection**

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

## 6. Additional duties

- To lead on at least one substantial whole school initiative in accordance with the job purpose
- To support parents evenings
- To undertake CPD relevant to the post
- To participate in the school's performance management procedure
- To undertake any reasonable additional duties required by the Headteacher
- To share the school's commitment to: safeguarding and promoting the welfare of young people
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (eg bereavement training, restorative practice)

## 7. Other

Pastoral Managers: Term Time + 4 Weeks, 36 Hours Per Week = + 144 additional hours

*Additional 4 weeks made up of:*

Directed out of hours events - Parents evenings, ROA etc

Opt in out of hours events - Summer School, Saturday Intervention etc

Proposed events/projects

All events decided in advance and recorded on a spreadsheet with allotted hours using directed time model

Additional hours recorded on Hours tracking spreadsheet

7 hours 10 minutes start 8.10am, 50 minute lunch break either at lunchtime or p4, finish at 4.10pm.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

## SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



**Person Specification and Selection Criteria**

**Scale PO2**

**Pastoral Manager**

**Updated May 2018**

<b>Essential</b>	<b>Essential/ Desirable</b>	<b>How the selection criteria will be assessed</b>
<b>Qualifications</b>		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	E	Application Form
A proven track record in working with young people in an educational environment and ability to motivate them so that they fulfil their potential at school	E	Application Form
Relevant IT software package qualifications / certification	D	Application Form
Educated to Degree level	D	Application Form
<b>Professional Experience, Knowledge and Understanding</b>		
Literacy at a level sufficient to deal with and manage complex and lengthy reports and to assimilate diverse and detailed information	E	Application Form, Interview
Numeracy at a level sufficient to use and analyse data statistical information	E	Application Form, Interview, Test
Ability to investigate behavioural incidents effectively and thoroughly	E	Application Form, Interview, Test
Knowledge of local and national social inclusion strategies	E	Application Form, Interview, Test
Knowledge and adherence of child protection procedures	E	Application Form, Interview
The ability to investigate behavioural incidents effectively and thoroughly.	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	Application Form, Interview, Test
<b>Abilities and Skills</b>		
The ability to work effectively with and command the confidence of the appropriate students, support staff, teachers and management personnel	E	Application Form, Test
Ability to work independently in challenging circumstances both inside school and in the community	E	Application Form, Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
Be able to handle confidential issues sensitively and appropriately	E	Application Form, Interview
Ability to communicate clearly and responsively with students, their families and other relevant stakeholders	E	Application Form, Interview
Ability to engage constructively with, and relate to, a wide range of young people and their families with different ethnic and social backgrounds	E	Application Form, Interview
Ability to organise and prioritise own workload within appropriate timescales and deliver to deadlines	E	Application Form, Interview
Proficient in IT with particular skills in MS Word, Excel and/or Google		
Proficient user of SIMS or other MIS	D	Application Form, Test
Significant organisation and administrative skills	E	Application Form, Interview, Test
Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
The ability to build and maintain relationships with staff and students	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
<b>Personal Qualities</b>		
Energy, intelligence, assertiveness, motivated and be helpful. A good communicator and an excellent team player	E	Application Form
Value education and its role in securing the future success of the school's students	E	Application Form, Interview
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview

Good attendance and punctuality	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
<b>Equal Opportunities Awareness</b>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
<b>Child Protection and Safeguarding Awareness</b>		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview