



JOB DESCRIPTION:

POST TITLE:	Pastoral Manager
PAY GRADE:	NJC Scale 5 Point 12 -17 (pro rata)
HOURS OF WORK:	37 hours per week – term time only (44.4 weeks) 08:30 – 16:30 with 16:00 finish on Fridays (30 minutes lunch break)
POST REPORTS TO:	Appropriate Senior Leader/Assistant Headteacher
POST RESPONSIBLE FOR:	The Pastoral Manager has no responsibility for staff

You are required to be in school at least 10 minutes before the start of the working day and working up to and including the times stated above

This job description takes into account the specific needs of the pupils of Harrytown Catholic High School.

MAIN PURPOSE OF THE JOB:

Under an agreed system of supervision, to work with the Senior Leader/Assistant Headteacher, Head of Year and team of form tutors to address the needs of pupils who need particular help to overcome barriers to school and learning.

SUMMARY OF RESPONSIBILITIES & PERSONAL DUTIES:

Key Areas:

Pastoral Support:

1. Take a lead role on delivering pastoral support to pupils
2. Provide advice to pupils relating to their social, health, hygiene and emotional development needs
3. Assist with the development and implementation of individual educational/behavioural/support and mentoring programmes and plans
4. Establish productive working relationships with pupils and their families, acting as a role model
5. Arrange and develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils both individually and in small groups where appropriate
6. Support the reintegration of those pupils who have been absent e.g. through medium to long term illness, exclusion etc.
7. Provide information and advice to enable pupils to make choices about their own learning/behaviour and attendance and the consequences for their actions/decisions
8. Challenge and encourage pupils, promoting and reinforcing self-esteem
9. Provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
10. Establish constructive relationships with carers/parents, exchanging information, facilitating their support for their child's attendance, access to learning and supporting home to school and community links
11. Take a lead role in the team responsible for the development, implementation and monitoring of systems relating to attendance and integration e.g., registration, truancy, pastoral systems etc.
12. Deal as appropriate with administration e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc, making and responding to phone calls
13. Investigate incidents occurring in a school context and reporting and recording the results of those investigations to the form tutor, head of year and senior leader as appropriate
14. Updating the behaviour log and other recording mechanisms as appropriate
15. Assist in the maintenance of a suitable and agreed filing system

'I have come that they have life and have it to the full' John 10:10

Support for Teaching and Learning:

1. Support pupils' access to learning, using appropriate strategies, resources etc.
2. Work with other staff, including specialist staff and professional agencies in planning, evaluating, and adjusting learning activities as appropriate
3. Work in intervention strategies with target groups, in particular those pupils who are eligible for the Pupil Premium and those with SEN needs
4. Work with Senior Leader/Assistant Headteacher to put strategies in place to improve attendance
5. Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
6. Provide objective and accurate feedback and reports, as required, to other staff on pupil's achievement, progress, and other matters, ensuring the availability of appropriate evidence
7. Manage agreed record keeping systems and processes
8. To take a lead role in completing documentation for systems which include e.g. TAS, EHA, LA approved systems etc.
9. Take a key role in the development and implementation of appropriate behaviour management strategies
10. Actively seek information regarding the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning and wider school experience

Support for the school

1. Comply with the policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to the designated appropriate people
2. Contribute to the overall Catholic ethos/work/aims of the school
3. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff in school, to support the achievement and progress of pupils
4. Attend and participate in meetings as directed, these will include calendared evening events e.g. parents' evenings and consultation evenings.
5. Participate in training and other learning and CPD activities as required
6. To undertake supervisory duties as directed by the appropriate Senior Leader/Assistant Headteacher
7. To participate in the performance review cycle established by the school and reflect on one's own performance and training needs as required
8. To have an involvement in other activities as may be assigned from time to time by the Headteacher

GENERAL CONSIDERATIONS

The exact focus and deployment of the role will be decided at school level and will take into account the needs of the school and the development needs of the member of staff.