

Job Description Pastoral Manager

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	Director
Grade	6 £23,432 - £29,089 per annum
Hours	37 hours a week term time only plus 3 weeks (41 weeks) A flexible approach to working hours with occasional weekend and evening work is required
Location	Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust

Job Purpose

To support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning.

To work with Trust colleagues with responsibility for careers to develop and deliver opportunities for learners.

Duties and responsibilities

Student progress

- Support students in their learning, and encourage positive attitudes and behaviour in and around school; assist in ensuring time spent during guided studies is constructive and well used.
- Assist in the transition arrangements from one key stage to another.
- Support the positive transition of students who arrive mid-year, liaising with the Head Teacher, parents, subject staff, tutors and other staff as appropriate and organising pupil support.
- To attend and support the organisation of Parents' Consultation and information evenings.
- Assist with the coordination, monitoring and evaluation of strategies to raise student attainment.

Student attendance

- Improve the attendance by running robust systems and intervening with key students.
- Monitor and run punctuality procedures that ensure tutors effectively tackle lateness to school.
- Monitor and reduce internal and external truancy through one-to-one intervention.
- Maintain accurate attendance records. Working with the attendance officer to ensure robust processes are in place.
- In the absence of the attendance officer ensuring all systems are updated in accordance with legal and statutory requirements

- Liaise with external agencies to work with hard to reach students, contributing to the alternative curriculum arrangements of disengaged students by mentoring, monitoring and, where necessary, visiting them in their placement.
- Liaise closely with parents of students with persistent absence to raise their attendance.
- Arrange meetings with parents and Family Hub workers to put in place strategies to reduce absence.
- Work with the Leadership Team to manage new admissions.
- Encourage and develop parental contacts with Tutors and others as appropriate.
- Monitor punctuality and attendance, liaising with tutors, the Year team, the Attendance Officer and subject staff as required and take any measures necessary to improve the attendance of the designated year group, including holding attendance reviews and rewarding good attendance through assemblies and other measures.

Behaviour and rewards

- Run effective behaviour systems that are clear and consistent.
- Work with support from the Year team and tutors to manage behaviour incidents.
- Liaise closely with parents regarding behaviour issues.
- Work proactively with the Year team to prevent issues occurring.
- Liaise with outside agencies to intervene in hard to reach families to remove barriers to learning.
- To promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system.
- Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.
- Promote student voice and get students actively involved in school life.
- Liaise with SENCO to remove barriers to learning for SEN students.
- Run intervention and reward strategies to improve behaviour in and around school.

Other

- To be the first port of call for Child Protection issues within the year group.
- To support and run staff training around safeguarding policies and procedures. Including CPOMS and safeguarding for new starter induction.
- To attend meetings, take minutes and type notes for safeguarding case work.
- Contribute to Common Assessment Framework Processes including identifying students causing concern, liaising with parents/carers, organising multi-agency meetings in school to support the student and attending focus group meetings and core group meetings, as appropriate, in liaison with appropriate staff in school and the named person for Child Protection.

- Co-ordinate the personal education plans for Children Looked After (CLA).
- Liaise with the respective Head of Year on Personal, Social and Health education, including developing links with outside agencies.
- Attend briefings/meetings in accordance with the requirements of the year group.
- Contribute to the development and delivery of centralised Careers Network activities and services.
- Lead on Careers Network projects and service areas as directed by the Deputy Director or Director.
- Undertake other duties and responsibilities as directed by the Director and/or Year Leader
- Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Pastoral Manager with focus on Careers are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p> <p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Natalie Rock, Headteacher

Date: February 2022