



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Pastoral Manager

Reporting to:	Heads of Year
Accountable to:	Assistant Headteacher – Behaviour and Culture
Liaising with:	Senior Leadership Team, Parents/Carers, Students, Colleagues
Grade/Salary:	Band 4 (SCP 11 – 17)
Contract:	Permanent, part time
Hours:	22 hours per week over 39 weeks per year (term time only)
Location:	Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton-on-Trent, DE15 9SD

Core Purpose

The core purpose of the role of the Pastoral Manager is to enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

Specific areas of responsibility and key tasks

Working with pupils

Identify strategies to help overcome individual pupils' barriers to learning

- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions.
- Co-ordinate the development of pupils' individual support plans and review ongoing progress towards setting goals.
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour



- › Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions.
- › Work with the SENCO to identify pupils in need of additional support and to develop individual support plans.
- › Work with senior leaders to develop whole-school pastoral care policies and action plans.
- › Participate in senior leadership meetings, as required

Working with parents/carers and external agencies

- › Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- › Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- › Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- › Build positive relations with parents/carers to encourage family involvement in their child's progress
- › Communicate with parents/carers about specific support in place for their child
- › Assist parents/carers with any information they need to support their child
- › Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- › Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Administration

- › Maintain accurate records of interventions and relevant meetings
- › Facilitate the transfer of relevant pupil information inside and outside the school
- › Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils
- › Complete relevant paperwork required by external agencies

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school



Person Specification

Pastoral Manager

	Essential	Desirable	How evidenced
A Training and Qualifications			
<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and maths • Level of numeracy and literacy sufficient to carry out the duties of the posts. • First Aid certificate 	A A	A	A
B Experience			
<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health) • Experience supporting and working with parents of young people with additional needs • Experience planning and delivering targeted interventions • Experience working with colleagues and external stakeholders (e.g. from external agencies) 			A & I A & I A & I A & I A & I
C Professional Knowledge and Skills			
<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils 			A & I A & I A & I A & I



<ul style="list-style-type: none"> • Able to use IT systems and to conduct analysis and produce reports • Able to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people 			<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>
<p>D Personal Attributes</p>			
<ul style="list-style-type: none"> • Patient and calm • Wants to provide the best possible opportunities for all pupils • Organised, good time management, proactive and self-motivated • Upholds and promotes the ethos and values of the school • Able to work under pressure and prioritise effectively • Maintains confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion 			<p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>

Key:

I - Interview

A - Application form