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Principal: Mrs C Stanyer

## Job Description

**Job Title:** KS3 Pastoral Manager

**Pay scale:** Grade 6

**Responsible to:** Director of Inclusion

### Job purpose

As a support member of staff you will have responsibility for all aspects of safeguarding, pastoral care and wellbeing for the students in Key Stage 3 (Years 7, 8 and 9). You will also have some responsibility for the academic achievement of some of the most vulnerable students in these year groups, providing them with the best possible support as they complete their GCSE Qualifications.

You will address the needs of individual students and support them to overcome barriers to learning both inside and outside the academy in order that they reach and exceed their full potential.

### Main objectives:

- To safeguard all students within Key Stage 3
- To arrange and conduct appropriate safeguarding meetings with internal and external professionals
- To provide outstanding pastoral care
- To support the mental health and wellbeing of Key Stage 3 students
- To promote excellent attendance
- To support students with their emotional and behavioural needs
- To find solutions for disadvantaged students where their economic status affects their ability to meet and exceed their potential
- Ensure all students adhere to the uniform policy and support families where issues arise

### Duties and Responsibilities:

#### Child Protection and Safeguarding

- Work directly in conjunction with the Director of Inclusion on matters relating to behaviour and wellbeing of the students to be allocated to the post holder

*Ormiston Meridian Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



- To ensure school policies and procedures relating to Child Protection and safeguarding are adhered to
- Liaise with Stoke-on-Trent support networks about students and their families when required
- Administer Early Help and MASH (Multi Agency Safeguarding Hub) referrals
- Have an in depth awareness of relevant school procedures and policies, especially surrounding behaviour, safeguarding and SEND
- Take appropriate action to support child protection and the safeguarding of children
- Liaise with parents, carers, professionals and professionals with regards to student behaviour, wellbeing and Child Protection matters
- Conduct and complete all administrative and clerical tasks relating to the protection and safeguarding of children

### **Pastoral Support**

- Ensure students adhere to the uniform standards and liaise with parents reading any uniform issues
- Support Form Tutors and Heads of Year in dealing with the pastoral needs of students
- Provide personalised support for the most vulnerable students within Key Stage 3 and implement strategies to help students overcome barriers to learning
- Contribute to pastoral reviews (both statutory and non-statutory) of the students' progress
- Providing administrative pastoral support and manage pastoral processes and procedures

### **Attainment and Progress**

- Contribute to raising standards of achievement for allocated year groups
- Attend and contribute to RAP / TAC meetings that support Key Stage 3 students to improve their achievement
- Support vulnerable Key Stage 3 students through their options

### **Behaviour and Expectations**

- Reinforce and uphold the academy behaviour standards and expectations
- Support staff in dealing with behavioural issues that might require Restorative Justice
- To ensure, via behaviour management strategies, pupils follow codes of conduct and, if necessary, report any incidence of poor behaviour/non-compliance to the Head of Year
- Monitor personalised support plans (PSPs) and early helps plans (EHPs) for students with behavioural or pastoral concerns
- Make referrals for students to the Arch and Reflection units

### **General**

- Comply with the professional standards for non-teaching staff
- Demonstrate empathy with those experiencing challenges within the school community
- Maintain positive professional relationships with all colleagues
- Promote positive links between home and school and the wider community
- Respect the sensitivity and confidentiality of information about students' and the academy
- Be a positive role model for the students' and parent/carers

- Support school events, trips and visits
- Attend relevant in-service training
- Undertaking break time supervision as required undertaking other duties as required

## CONTEXT

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service.

Signature: .....

Print Name: .....

Date: .....