Central Learning Partnership Trust

**JOB DESCRIPTION**

**SEC-07/24**

**PASTORAL MANAGER**

**RESPONSIBLE TO: Assistant Headteacher**

**SALARY SCALE: Grade 4 -** CLPT 12 – CLPT 17

**WORKING HOURS:** 37 hours per week, term time only.

Annual leave must be taken in school holidays.

**LOCATION:** The post holder will be based at Coppice School. The postholder may be required to work at another school in Wolverhampton from time to time or for a specified period.

**DISCLOSURE LEVEL:** Enhanced

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| **JOB PURPOSE** |
| To effectively support students in an allocated year group and as part of the Pastoral team, to demonstrate appropriate scholarly behaviours and engage positively with their learning.   * Ensure students are effectively supported, feel safe and are able to engage with their learning * Provide strategies and direct support in order to remove internal and or external barriers to learning that are preventing individuals or groups of students from fulfilling their potential * To model and promote positive attitudes to learning and attendance * Be central to the monitoring of student behaviour and demeanour at all times during the ‘school day’ * Ensure a consistent and effective implementation of the Behaviour Policy to support achievement * Implement suitable programmes to engage students during daily social times, before school and after school * Provide a direct point of contact point for parents and parental concerns * Support the identification of “at risk” students and monitoring and support as required. * Work as part of a dynamic team within school to manage, co-ordinate and provide a complementary service to teachers * Facilitate and encourage a positive and engaging learning experience which provides all students with the opportunity to achieve their individual potential * Contribute to raising standards of student attainment and progress * Contribute to the PSHE and enrichment programmes which enables students to develop their character |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Accountable and supporting a year group of students to overcome identified social, emotional, behavioural and educational barriers to learning * Create an effective partnership with the assigned year group and Progress Leader to fully understand the needs of individuals * Effectively track and monitor progress, maintain appropriate records and prepare thorough documentation for statutory reviews and inform teaching and learning. * Liaise with outside agencies, and parents to provide effective levels of social, emotional and behaviour support * Work in partnership with the Progress Leader, teaching and pastoral staff to ensure continuity of care, challenge and support for learning * Take part in continual professional development programme and training to be at the forefront of best practice * Help to create a climate which enables teaching staff and students to develop and maintain positive attitudes towards learning * Work as a member of a designated team and to contribute positively to effective working relations within the school * Implement appropriate supervision and opportunities for students during social time * Contribute to the extra-curricular programme to enhance positive attitudes to school * Contribute to the process of monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria * Regularly review levels of support and methods of support for identified students * Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school * Take part in marketing and promotional activities such as Open Evenings, Parents Evenings, and community events with partner schools * Promote the general progress and well-being of individual students within the school and designated year groups * Form a strong partnership with the Progress Leader to ensure the effective implementation of the pastoral systems across the school * Monitor and support high attendance and punctuality to all lessons. Promote a full contribution to all aspects of school life * Communicate with the parents and persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * Contribute to PSHE programme according to school policy * Working in partnership with the Progress Leader, take the responsibility for maintaining and enforcing high standards of uniform and scholarly behaviours for a specific year group * To provide continued support and work for students who present challenges when engaging with the curriculum * Communicate effectively with parents/carers, and outside agencies to ensure a co-ordinated approach to alternative provision, and monitor progress * Actively support the learning of identified students by effective liaison with subject teachers to ensure that curriculum engagement is maintained * Create supportive networks within the school for all students to progress * Assist with administrative tasks as required across pastoral care * Contribute to the schools rewards and sanctions policy, through support to rewards celebrations, inter-form competition and detentions * On occasion, supervise groups or classes of students in the absence of the class teacher |

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| **Safeguarding Statement** |
| In accordance with CLPT’s Safeguarding Policy and the document ‘Keeping Children Safe in Education’, all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns |
| **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 omissions (failure to act). Full guidance regarding health and safety is set out in the Trust’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder. |
| **Confidentiality and Data Protection** |
| The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that 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 Trust’s Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust’s Whistleblowing Policy is available via the Staff VLE. |
| **Equality and Diversity** |
| CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the 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** |
| CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations. |
| **Mobility** |
| The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions |

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| **The Postholder is required to:** | |
| * Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. * Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. * To promote equality, diversity and inclusion and demonstrate this within the role. * To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. * To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels. * To act as exam invigilator when required. * To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description. | |
| **Endorsement:** | |
| This job description reflects the major tasks to be carried out by the job holder 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 salary grade for the job. The jobholder is expected to comply with any reasonable management requests. | |
| **Declaration**  I accept this job description. | |
| **Print Name:** |  |
| **Signature:** |  |
| **Date:** |  |