



## **SPROWSTON COMMUNITY ACADEMY**

### **JOB DESCRIPTION**

POST TITLE: Pastoral Manager

RESPONSIBLE TO: Head of Behaviour and Welfare  
Deputy Headteacher of Inclusion  
Headteacher

GRADE: E7-11

POSTHOLDER: TBC

### **1. PURPOSE AND SCOPE**

To work within the school, under the direction of the Head of Behaviour and Welfare and Behaviour and Welfare KS3/4, and in accordance with the practices and procedures of the school as part of the Behaviour and Welfare Team. Supporting students to ensure that they attend school, are fully prepared for lessons and their attitude to learning is appropriate therefore ensuring students reach their full potential whilst at school.

### **2. PRINCIPAL RESPONSIBILITIES**

- To work as part of the Behaviour and Welfare Team to manage and maintain areas within the Behaviour and Welfare Department
- To respond to and investigate challenging behaviour on or off school site by students
- Under the direction of the Head of Behaviour and Welfare to manage sessions within The Link (or other location appropriate under behaviour) for students that have failed R3.
- To support Heads of Key Stage 3/4/5, Heads of Year or other Pastoral Managers with the management of students across year groups with specific reference to attendance, behaviour and learning issues.
- Liaise with parents and carers in relation to attendance, behavioural, social and emotional issues, internal and external exclusions and other occasions as required – both on the telephone, via email and text and at face to face meetings.
- To run for certain periods of the day, R3 and R4 when directed, the inclusion room for pupils who are sent out of class.
- To organise and attend reintegration meetings, with or without (discussion pending) other members of the pastoral team.
- To respond to emergency requests from staff to deal with students whose behaviour has led to the need for them to be removed from their lesson/situation.



- Prepare and monitor Pastoral Support Plans Tier 1 and also Pastoral Support Plans Tier 2 run by the Key Stage Behaviour and Welfare Leads. This will include the creation of risk management plans.
- Deliver student reports to those that fail to collect them at the start of the day.
- Ensure that uniform is correct for students within the Academy.
- To investigate bullying issues, supported through the BIL process.
- To organise, following instruction from the Head of Behaviour and Welfare, and KS3/4 Behaviour and Welfare Leads External Internal Suspension placements.
- To work closely with the Head of Year to establish whether C3/C4 sanctions need escalating.
- To support the students with low level safeguarding issues as directed by other members of the safeguarding team.
- To request, arrange and attend, when required, EHCP, EHAP and TAC meetings and other appropriate meetings with parents and outside agencies to review, and communicate, on students behavioural and academic progress .
- To make referrals to other agencies and services including Health Services, Short Stay Schools, the Police, YOT, Early Help and GPs. This may be done in conjunction with others members of the pastoral team.
- Liaise with the SEND Department, attend their meetings and take the relevant action if student appropriate.
- On a daily basis to investigate, collate and analyse student achievement and behaviour incidents as reported by staff. This will involve reporting findings to Heads of Year, Key Stage 3/4/5 and the Head of Behaviour and Welfare.
- To ensure that all students attending the inclusion areas are completing work that maps to the lessons they are currently missing.
- To ensure parents and carers are aware of outcomes following behaviour incidents. This will include conversations about suspensions, internal suspensions and External Internal Suspensions to other schools.
- To carry out attendance phone calls on a rota basis to support the whole school attendance priority.
- Support and supervise daily break detentions with other colleagues.
- To attend pre and after school meetings as required, i.e. Year Team and Pastoral briefings.
- To engage in internal CPD within the department and also in whole school disaggregated INSET.
- Attend Parents' Evenings and events as required.
- If appropriate, when working with the transition year, undertake visits to Junior schools, transition days and evenings in preparation for the transition process.
- To fully support the School Development Improvement Plan and wider school.
- Undertake any other responsibility or activities that may fall within the grade and scope of the post as directed by the Headteacher, Deputy Headteacher, Head of Key Stage and Year and Head of Behaviour and Welfare.



## **Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

## **Performance Management**

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

## **Context**

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the 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 demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1074 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

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**ACCEPTANCE**

I acknowledge receipt of this job description of which this is a copy

**Signature:**.....**Date:**.....