

Pastoral and Attendance Manager

Job Description

Grade: GR4

1. Job Purpose

- 1.1 Support the Senior Leadership Team in improving, monitoring and delivering pastoral strategies.
- 1.2 Be responsible for follow up attendance checks and the coordination of the Support First attendance policy.

2. Key Responsibilities

Support Standards

- 2.1 Provide support and advice to pupils in line with promoting their social care and personal development with respect to learning and health and safety
- 2.2 Respond to and take steps to resolve relationship issues between pupils.
- 2.3 Provide general pupil support e.g. lost items, upsets
- 2.4 Investigate and monitor absences on a daily basis, making calls and setting informal meetings with parents as part of Support First. Monitor absence figures and liaise with the headteacher
- 2.5 Follow up attendance matters, including for agreed target pupils and contact or meet with parents.
- 2.6 Pursue reasons for absence by telephone and in writing and occasionally home visits (by arrangement with the Assistant Headteacher)
- 2.7 Collect and collate statements relating to incidents, following up directly when appropriate
- 2.8 Issue, collect and follow up behavioural charts for identified children
- 2.9 Contribute to pastoral support plans

- 2.10 Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children
- 2.11 Liaise with external agencies in support of the SENDCo.
- 2.12 Become a Deputy Designated Safeguarding Lead – designated member of staff when trained to undertake the role
- 2.13 Attend case conferences and external meetings as directed
- 2.14 Contribute to the provision and organisation of a mentoring programme to raise attainment and improve behaviour at the school
- 2.15 Contribute to organisation of school events and interventions
- 2.16 Contribute to SEND and parents evening meetings as requested

Communication

- 2.17 Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- 2.18 Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files
- 2.19 Produce appropriate records on MyConcern of incidents dealt with – e.g. bullying, racial incident files
- 2.20 Arrange for work to be set and collected for internal exclusion and other pupil absence
- 2.21 Seek reports on pupil progress from staff

Evaluation

- 2.22 Monitor levels of behavioural incidents, bullying and implement policies and strategies to combat it
- 2.23 Produce reports on levels of incidents dealt with and other issues relevant to the post

General

- 2.24 Attend meetings as requested
- 2.25 Assist with gate duties and pre-school activities

- 2.26 To assist in break/lunch supervision
- 2.27 Represent the school in a manner consistent with its ethos and values
- 2.28 Contribute to school development through identified communication and consultation channels
- 2.29 To respect the confidential nature of information relating to the school and pupils
- 2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.31 To ensure all tasks are carried out with due regard to Health and Safety
- 2.32 To adhere to the ethos of the school
 - 2.32.1 To promote the agreed vision and aims of the school
 - 2.32.2 To set an example of personal integrity and professionalism
 - 2.32.3 Attendance at appropriate staff meetings and parents' evenings
- 2.33 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title:

- 3.1 Level of supervision:
 - ~~1. Regularly supervised with work checked by supervisor~~
 - ~~2. Left to work within establishment guidelines subject to scrutiny by supervisor~~
 - 3. Plan own work to ensure the meeting of defined objectives

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Desirable	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE Maths & English Grade 4/C or above (or equivalent) Education up to A-Level/Level 3 standard Recent first aid qualification	AF/C I
Experience Relevant work and other experience	Experience of working with KS2 children in a pastoral capacity Experience of working with computer databases Up to date knowledge of good practice in primary education	
Skills & Ability e.g. written communication skills, dealing with the public etc.	Be able to work in partnership with parents Excellent written and oral communication skills Good organisational and management skills Be able to work as part of a team Be friendly and have a flexible approach to work Be able to work on own initiative and be self-motivated Be enthusiastic Have a calm and confident manner Demonstrate personal and professional integrity, including modelling school values and vision Commitment to promote and support the aims and values of the school Effective time management Understanding of and commitment to Equal Opportunities and anti-discriminatory practice Have a commitment to children, their families and the community *An ability to fulfil all spoken aspects of the role with confidence using the English Language as	

	required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by: Headteacher, St. Laurence Church Junior School

Date: December 2024
