



Job Description – Pastoral Manager

School: Beckfoot School

Salary/ grade: Band 6 SCP 6-11 (term time only plus 1 week)

Reporting to: Headteacher/Senior Leadership Team

Core Purpose of the Post:

The role of the PM is to work closely with the HoY to oversee a year group of students and be responsible for their welfare, attendance, attitude to learning and enjoyment of school. Much of the work is self-generating, and the post holder will be expected to operate within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. The PM will be line managed by an Assistant Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

- Work alongside the Head of Year on all matters relating to the PLS and pastoral care of students, with a particular focus on vulnerable learners
- Promote excellent attendance and punctuality of all students through close work with students, parents, the attendance team and outside agencies.
- Work alongside the safeguarding team to ensure students are safe in and beyond school
- Apply the PLS consistently and fairly across the year group
- Monitor behaviour and apply a range of intervention strategies where necessary to support both students and teachers
- Be highly visible on corridors both at student social times and during lessons
- Effective communication with parents /carers /outside agencies to offer support and personalised intervention strategies for students

SPECIFIC FOCUS, TASKS AND IMPACT MEASURES:

- Liaise with staff in relation to any relevant pastoral issues, and work with them to affect positive outcomes for staff and students
- Inform relevant colleagues about social or behavioural issues or changes affecting students where appropriate
- Make first response and welfare calls for attendance and attend panel meetings with parents
- Discuss behavioural incidents with students, parents and colleagues and relevant external agencies
- Monitor students on report and keep accurate records using SIMS and other methods

- Monitor rewards and sanctions across school, celebrating success with individuals and through assemblies
- Work to establish positive relationships with all students and staff
- Contributing to the supervision of the isolation unit when required

IMPACT MEASURES:

The Pastoral Managers are accountable for supporting strategies to maximise student progress by:

- Ensuring levels of attendance are at or above 97%, PA of 8% with reduced gaps.
- Ensuring pupils' conduct and attitude to learning is outstanding so that the climate for learning remains strong
- Raising the quality of learning and student aspiration to improved student outcomes within year group areas

CONTACTS:

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Care Services, Local Education Authority, Education Bradford, External Agencies and other professionals.

Safeguarding

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

- Must be legally entitled to work in the UK.

Note: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work,

which is not specified on this form and the job description may be amended at any time in consultation with the postholder.

Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition