

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Pastoral Manager

Grade: 6

Directly Responsible to: Pastoral Progress Managers

Hours of Duty: Term Time plus 5 INSET days

Primary Purpose and Scope of the Job:

To work as part of the Pastoral Team, supporting PPMs in promoting high expectations of pupils in relation to progress, attitudes to learning, behaviour, appearance, attendance and punctuality.

WORKING RELATIONSHIPS

Teaching staff

Pupils

Parents/carers

Outside agencies

KEY TASKS AND ACCOUNTABILITIES

1. To be a member of the Safeguarding Team
2. To be first point of contact for pupils and their parents, carers and deal initially, with all day to day issues regarding pupil welfare and safeguarding
3. To ensure clear lines of communication between PPM and staff to support pupils, providing day to day information via emails to staff
4. To be available to Form tutors and teaching staff each day, monitoring and supporting pupils in their learning, encouraging positive attitudes towards all aspects of school life, including the enforcement of uniform, jewellery and make-up expectations
5. To ensure support for the implementation of school policies in relation to behaviour management.
6. To discuss concerns and use SIMs behaviour with Pastoral Team
7. To work with PPMs to council pupils according to the School policy and ensure that relevant action is taken and that this is recorded, including the organisation of agreed supervision, detentions as stated in the Behaviour for Learning Policy, for sanctions within and beyond the classroom
8. To create opportunities to praise and reward students within the school's reward system and update Pastoral Notice Boards to acknowledge and celebrate pupil involvement and achievement
9. To ensure the smooth running of parents' evenings and other related Pastoral events as detailed in the school calendar
10. To gather information and contribute to reports as required for parent interviews, case conferences, Pupil Premium passports, CAFs, case studies, EHCPs, reviews, pastoral support plans through liaison with identified staff (teaching and support), parents and agencies
11. To use CPOMS to list vulnerable pupils, record incidents and be aware of shared information when dealing with pupils and parent/carers

12. To provide supervision of pupils at break and lunchtimes
13. To undertake administration associated with sanctions and rewards systems
14. To assist Pastoral Deputy Headteacher and Assistant Headteacher as required in the support of pupils to adhere to school policies and procedures
15. To collect and distribute work for pupils who are excluded (internal/external), absent (long-term)
16. To support pupils who start mid-year and ensure relevant records have been received
17. To organise and arrange contact with parents in consultation with PPMs
18. To support in the organisation and preparation of all events related to Year Groups as directed by the PPMs, including Year Team Meetings, Parents' Evening, Options, Transition, Opportunities' Evening, Celebration Masses, SEAL Awards
19. To assist in the monitoring of attendance and punctuality through liaison with the Attendance Officer and Attendance Mentor and support them in checking of the vulnerable list in relation to attendance and punctuality at each lesson and use data to identify pupils requiring additional support and intervention
20. To organise times and supervision of year photographs/immunisation.
21. To authorise pupils to be sent home due to feeling unwell in school
22. To assist PPMs in the publication, organisation and promotion of extra-curricular activities including trips, visits and events
23. To maintain and file pupil records
24. To liaise with relevant staff within the Pastoral and Safeguarding Teams as necessary to determine level and type of intervention required
25. To liaise with the uniform providers, maintain and replenish school uniform stock as required
26. To contribute to the smooth transition from KS2 to KS3, KS3 to KS4, KS4 to KS5, through effective communication and liaison with pupils, staff, parents and other agencies
27. To attend and take minutes at Pastoral Team meetings and attend other meetings/events which relate to pupils' social and emotional development such as SEAL, School Council
28. To record bullying incidents on agreed forms, provide logs and statistics for Governors and Local Authority when requested
29. To listen to and help pupils resolve a range of issues that create barriers to their learning and ease relationship conflict, interviewing pupils, taking statements and appropriate action following referrals related to school work, behaviour, bullying, pupil concerns, crisis or other incidents
30. To mentor pupils as appropriate to support them in making good progress
31. To liaise with SIMS Manager in relation to pupil and parent/carer contacts, sharing/collation/issue of information
32. To lead the Anti bullying initiative, fundraising and raising the profile to all stakeholders and community
33. To email to pupil information to staff as appropriate
34. To attend training in relation to the post which enhances pupil provision, support and intervention
35. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information
36. To work collaboratively with staff across the school, undertaking other reasonable duties as requested by the Headteacher
37. Any other reasonable duties as commensurate with the grading of the post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: July 2021

Revised by: Director of Finance and Resources

Postholder:

Signed:.....

Date: