

Job Title	Pastoral Manager
Responsible to	Assistant Head Teacher –Pastoral and SLT
Job Purpose	- To support the aims and objectives of the school and work with the Leadership Team to ensure that pupils make outstanding progress by removing barriers to learning. - To be responsible for supporting student learning, attendance and progression and behaviour in and out of the classroom. - To promote high standards within the pastoral team and lead on behaviour and rewards and sanctions and track behaviour daily.
Salary	Grade F Points 14 to 19 (£28,624 to £31,067 Full-Time Equivalent
Hours	8.15am-4.45pm Monday-Thursday and Friday to finish 15 mins after school finishes for pupils. Term time plus 5 days

Main Responsibilities

Behaviour Management and Intervention

- Monitor and manage student behaviour in line with school policies and procedures, promoting positive behaviour across the school.
- Lead and oversee the daily running of the Reflection Room, including booking students in, monitoring behaviour and ensuring appropriate subject work and intervention packs are provided.
- Manage lunchtime and after-school detentions, including tracking attendance, communicating with parents and following up on missed sanctions.
- Respond to on-call requests to support staff with behaviour incidents in classrooms and around school.
- Identify behaviour hotspots, including students and classes requiring additional support, and implement proactive interventions.
- Work closely with Heads of Year, teaching staff and pastoral teams to address behaviour concerns and ensure appropriate follow-up actions.
- Arrange and attend parental meetings to discuss behaviour concerns and agree strategies for improvement.
- Support students with Individual Behaviour Plans (IBPs), behaviour reports and targeted interventions.
- Support reintegration meetings following suspensions, working alongside Heads of Year and senior leaders.
- Develop and implement behaviour intervention and reward strategies to encourage positive behaviour.

Student Wellbeing and Safeguarding

- Conduct regular wellbeing and behaviour check-ins with students, providing emotional and pastoral support where needed.
- Work closely with safeguarding staff, Heads of Year and external agencies to identify and support vulnerable students.
- Identify students and families who may benefit from Early Help or additional external support.
- Carry out home visits to support student wellbeing, attendance and engagement with school.
- Work alongside the SENCO and pastoral teams to support students with SEND and remove barriers to learning.

- Develop positive relationships with students and families to encourage engagement, wellbeing and positive outcomes.
- Follow school safeguarding and child protection policies, reporting and responding to concerns appropriately.

Attendance and Punctuality

- Work closely with the Attendance Officer and Heads of Year to identify and address persistent absence, lateness and truancy.
- Complete morning duties, welcoming students into school, monitoring punctuality and reporting concerns to the relevant Head of Year.
- Support attendance interventions, including student meetings, parental contact and home visits where appropriate.
- Monitor internal truancy and support interventions to improve attendance and engagement in lessons.

Data Monitoring and Reporting

- Produce and analyse weekly and termly behaviour reports, including classroom removals, detentions and suspensions.
- Identify patterns and trends in behaviour data to highlight students, classes and year groups requiring additional support.
- Use behaviour and attendance data to inform targeted interventions and monitor student progress.
- Share relevant data and findings with Heads of Year, pastoral staff and senior leaders to support decision-making.

Communication and Collaboration

- Maintain regular communication with parents and carers regarding student behaviour, wellbeing and progress.
- Liaise with teaching staff to follow up on behaviour incidents, sanctions and concerns regarding individual students.
- Work collaboratively with Heads of Year, the SENCO, safeguarding staff, attendance teams and senior leaders to provide consistent student support.
- Attend relevant pastoral, safeguarding, attendance and student support meetings.
- Liaise with external agencies where appropriate to support students and families requiring additional intervention.

General Responsibilities

- Promote and uphold the school's Jewish ethos, values, behaviour expectations and professional standards.
- Support the consistent implementation of school policies, including behaviour, attendance, safeguarding and child protection.
- Promote a safe, positive and supportive learning environment for all students.
- Participate in relevant training and professional development.
- Undertake additional duties appropriate to the role as required.

Whilst every effort has been made to explain the duties and responsibilities of the post, this job description 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 responsibilities and duties, all individual tasks undertaken may not be identified.