

Job Title	Pastoral Manager
Responsible to	Assistant Head teacher –Pastoral and SLT
Job Purpose	<ul style="list-style-type: none"> 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 on a daily basis.
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

- Follow the school's policy and procedures on Safeguarding and Child Protection and encourage student awareness of personal safety and well-being.
- To support the Jewish ethos of the school and setting an example of personal integrity and professionalism.
- To take an active role in promoting positive behaviour in school by undertaking the following responsibilities.
- Actively promoting school policies and procedures.

Behaviour and rewards intervention

- Work with support from the Heads of Years and tutors to manage behaviour incidents.
- Liaise closely with parents regarding behaviour issues including arranging and holding parental meetings.
- Work proactively with all Year teams to prevent issues occurring.
- Liaise with outside agencies to intervene in hard-to-reach families to remove barriers to learning such as Early Help and Remedy
- To promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system.
- Liaise with individual teachers, departments and staff in relation to behaviour and learning of individual and groups of pupils.
- Liaise with SENCO to remove barriers to learning for SEN pupils.
- Run intervention and reward strategies to improve behaviour in and around school.
- Run the weekly rewards league for years 7-11 to share with HOY, form tutors and on rewards boards around school.
- Lead and manage the reflection room and ensure pupils in there have suitable work to complete
- Lead on all school detentions including lunch time and after school.
- Inform parents about detentions and track attendance and patterns in pupils behaviour. #
- Support HOY/AHT in parental reintegration meetings following suspensions.
- In class, behavioural support where required, using 'hot spot list' to be proactive.
- Managing pupils 'on report'.

Attendance

- Improve the attendance by running robust systems and intervening with key students.
- Monitor and run punctuality procedures that ensure tutors effectively tackle lateness to school.
- Monitor and reduce internal and external truancy through one-to-one intervention.
- Maintain accurate attendance records, working with the attendance officer to ensure robust processes are in place.
- Work with the Leadership Team to manage new admissions.
- Encourage and develop parental contacts regarding attendance and punctuality
- Monitor punctuality and attendance, liaising with tutors, the HOY, the Attendance Officer and subject staff as required and take any measures necessary to improve the attendance of the designated year group, including holding attendance reviews and rewarding good attendance through assemblies and other measures.

Supporting pupil outcomes

- Work with relevant pastoral staff to implement support plans for 'high tariff pupils', relating directly to their individual needs and circumstances.
- Establish and maintain positive and appropriate relationships with pupils that engage, motivate and remove barriers to learning via data monitoring, learning walks and interventions.
- Maintain regular contact with families/carers of students in need of additional support, keeping them informed of the student's objectives and progress, and securing positive family support and involvement.
- Attend and participate in relevant meetings within the school as required, such as DSL, AHT, SENDCO, attendance, fortnightly HOY and Pastoral meetings.
- Work with any external agencies involved in supporting pupils and establishing links with other services as necessary.
- To use data effectively to identify under performance and lead intervention to ensure pupils make expected progress in all sub-group of learners e.g. vulnerable, SEND, pupil premium students.
- Offer information, advice and guidance to others regarding the support of students. This may include sharing knowledge of activities, courses, organisations and individuals that can be accessed to provide additional support to students.

Additional duties

- To be 'on call' during lunch to respond to incidents and offer support.

General Responsibilities

- To manage and use key pastoral data including attendance and behaviour to inform interventions.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To adhere to the schools' policies.
- Other duties as may be determined from time to time within the general scope of the position.

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.