**St. John’s Catholic Comprehensive School**

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| **Role Profile** | Pastoral Manager | |
| **Reports to** | Year Leader | |
| **Grade** | Kent Scheme Salaries Band 7 | |
| **Job Purpose** | To support students and their families in matters relating to pastoral issues, ensuring the well-being of the student and making them feel part of the wider community.  To support the everyday teaching and learning at St John’s by actively contributing to the smooth running of the learning environment. | |
| **Accountabilities** | To closely adhere to a ‘Pastoral Manager Daily Rota’ (where implemented); agreed working practises for monitoring students arriving late and expectations during student break and lunch periods.  Additional accountabilities;   * To liaise closely with the Attendance team and play a proactive role in challenging & supporting students & families with low attendance. * To be a proactive presence with year group at all assemblies. * To take in contact books and reports of Students of Concern every Monday morning and update the SIMS Behavioural log from the previous week's Bad Comments. * To play a proactive role in the pastoral support of the students in their care, as directed by the respective HOY or relevant staff. By doing this, you will also have an overview of the academic progress made by each individual student, and will play an active role in addressing specific areas of underperformance, where appropriate, through the direction of your HOY. * To play a proactive role in upholding and modelling the Catholic Ethos of our school as well as our Mission Statement. * To forge excellent working relationships with all school stakeholders; students/staff/parents/governors - liaising with all in a professional manner which upholds our Catholic ethos and Mission where appropriate. * To administer and manage locker allocation and locker keys for own year group. * Support casual admissions to the school, liaising with parents/guardians, staff and relevant outside agencies where necessary. * Assist in organising parent/advisor consultation meetings. * Attend parents’ evenings, transition evenings and rewards afternoons (time in lieu offered to compensate). Liaise with parents to encourage engagement with events where appropriate. * Where appropriate assist with the process of students leaving St John’s e.g.; Off Site Direction and North West Alternative Provision Service (NWKAPS). Liaise with parents/carers, other educational establishments, complete paperwork and attend meetings as required to ensure a smooth and successful transfer. * Support medical provisions and school photographs to ensure they are successful and effective. * Complete internal paperwork and organise back to school meetings with students following exclusions with HOY as appropriate. * Arranging external support for students, completing relevant paperwork, liaising with outside agencies, parents/carers and Year Leader/Director of Student Welfare/Connexions/SENCO or Child Protection Officer as required. * Support and assist in the organising of events relevant to the welfare of students in your year group such as rewards, Anti Bullying Week, drug awareness talks etc. * In safeguarding terms, this role involves ‘regulated activity’. You must work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and child protection policies, liaising with the designated safeguarding lead (DSL or Deputy DSL) to promote the best interests of pupils, including sharing concerns where necessary. Also, to liaise with other schools and share safeguarding best practise across St John’s. * Liaise with various external bodies such as Police, PCSO, Community Safety Unit, Parent Support Advisor, FLO etc as appropriate. * Fire warden duties as allocated. * To attend all training that is directed as part of professional development. * To undertake any other duties commensurate with this post | |
| **Knowledge & Skills** | The post holder should possess the following knowledge and skills:   * Educated to at least GCSE standard or equivalent. * Excellent communication skills, both written and verbal to deal with all visitors to the school, parents, staff and students and for dealing with telephone calls. * Ability to relate to students and their parents/carers and have an understanding of individual and special educational needs. * Ability and confidence to deal with students on a one to one basis and in a classroom situation. * Tact and diplomacy to deal with a range of situations and an ability to handle confidential material in an appropriate manner. * Ability to remain calm under pressure. * Excellent ICT skills to include experience of all Microsoft Office systems and SIMS. * The ability to be able to organise, prioritise and manage a workload effectively. * Work effectively as part of a team. * Be willing to undertake specific and relevant training to develop performance and maintain a portfolio of self-reflective practise. * Be willing to work flexibly when the situation requires. * To understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection. * Have the ability to adapt to an ever-changing environment and to recognise own strengths and expertise and use to support and advise other members of the team. * Ideally, the successful candidate would have a valid UK driving licence for the occasional need to conduct a home visit. | |
| **Personal Qualities** | **Emotional self awareness**  Accurate self-assessment  Self confidence  **Emotional self control**  Transparency  Adaptability  Achievement orientation  Initiative  Optimism | **Empathy**  Strong awareness of safeguarding expectations & procedures  Organisational awareness  Service orientation  **Developing others**  Team work and collaboration  Inspirational leadership  Conflict management |
| **Notes** | * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. | |

January 2024