



### Job Description

JOB TITLE	Student Pastoral Manager
JOB FAMILY	Pastoral
PHASE	Secondary
REPORTING TO	Assistant Head – Conduct & Relationships

### Job Purpose

With the Assistant Head for Conduct & Relationships, the Student Pastoral Manager will:

- Lead and manage the Student Services team, developing an ethos of high expectations of staff and students
- Take full accountability for this key area of the Academy's work including leadership of the identified support staff to ensure all students are able to learn in a safe, secure, disciplined but ultimately supportive environment
- Work collaboratively within the Inclusion Team to source and liaise with external agencies and arrange the delivery of internal and external interventions to prevent suspension from school
- Ensure that parents are well informed about behaviour interventions
- Track and monitor behaviour interventions and their impact
- Encourage the inclusion of students with emotional, behavioural or attendance related difficulties in a mainstream setting by demonstrating the use of positive behavioural management techniques designed to develop the student's ability to behave appropriately
- Ensure staff in the team understand and meet the full requirements of their role
- Ensure daily coverage of absences in the team to ensure adequate staffing for supervision, break and lunch duties as well as behaviour interventions
- Oversee First Aid Provision within the Academy
- Co-ordinate the on-call and central detention rota

The key focus of this post is to ensure that every child is supported to achieve their full potential through an effective and efficient student services team that both challenge and support appropriately:

- Reporting to the Assistant Head – Conduct & Relationships; Pupils are safe and secure, behaviour is consistently good and the academy has a calm and purposeful environment, and pupil well-being is effectively supported.
- To be trained (if not already) as a DCPC for the Academy and liaise with the DSL and DDSL regarding the safeguarding of all students and staff
- Monitor Pupil Premium, SEND, EAL and other focus groups to ensure they are not disproportionately represented in Harbour and suspensions



- Have good leadership skills, demonstrated through the development of high performing teams

Report to the Headteacher and Assistant Head data on internal and external exclusions, progress of targeted students – Pupil Premium, SEND, EAL, and other focus groups, showing how these are impacting on whole school improvement

### Duties and Responsibilities

#### Leadership and Management:

- Attend pastoral meetings appropriately;
- Contribute to the operational management of the Academy, with a focus on day-to-day behaviour, and ensure it functions effectively and efficiently
- Be a visible presence around the Academy and role model expectations and standards to all staff and students;
- Make a significant contribution to the Academy self-evaluation process;
- Assume any other responsibilities as may reasonably be required by the Headteacher or Executive Headteacher.

#### Staff Support and Challenge:

- Direct, monitor and support the work of staff you line manage;
- Take responsibility for the delivery of training for behaviour as appropriate
- Liaise with the AHT on all appropriate behaviour and welfare issues
- Remain positive at all times and lead staff by example.

#### Learning Community:

- Represent the Academy at appropriate meetings.
- Take a leadership role in appropriate community partnerships/agencies– related to behaviour

#### Standards and quality assurance:

- Support the aims and ethos of the Academy;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in school events;
- Uphold the school's behaviour code of conduct and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings;
- Develop links with governors, Local Authorities and partners schools and Academies including the Thinking Schools Academy Trust.



#### **Maintenance of Professional Standards:**

- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the Academy and the Team for which you are responsible;
- Ensure the highest standards of professional conduct and confidentiality at all times

#### **Generic Duties relevant to all members of Staff**

##### **The Trust**

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

##### **Health and Safety**

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



I understand and agree to the job description of a Student Pastoral Manager.

Name:.....

Signed: .....

Date: .....