

**Job Description: Pastoral Manager NJC 5 point 11 - 15 £28,504 - £30,423 40 hours per week term time only plus one week (prorated £26,950 - £28,764)**

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

<b>Summary of the role:</b>	<p>To improve outcomes, transform lives and enable social mobility.</p> <ul style="list-style-type: none"> <li>• To live the vision and values</li> <li>• To provide pastoral support for students ensuring that attendance and behaviour are good, and that students' welfare is prioritised.</li> <li>• To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Line Management responsibility for:</b>	N/A
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To provide a positive role model for students by supporting the vision, ethos, values, and policies of the Academy.</li> <li>• To provide strategic support in partnership with the Head of Year for the appropriate year group</li> <li>• To support casual admissions and induction of students into the year group.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support school attendance improvement initiatives by assisting in implementing strategies for individual students in your year group and supporting the attendance officer with home visits where necessary.</li> <li>• To develop positive and supportive relationships with a pupil's, which are professional, firm, fair, caring, and friendly.</li> <li>• To be the first point of contact and liaison with families.</li> <li>• To implement the behaviour policy with consistency and deal with pupil behaviour issues accurately and in line with the Orion Spires Behaviour Policy.</li> <li>• Maintain accurate records and updated personal plans and other monitoring needs such as Pastoral Support Plans (PSP).</li> <li>• To promote behaviour for learning by encouraging pupils to improve their behaviour and intervene where necessary, including liaison with parents/carers.</li> <li>• To be present on the corridors ensuring there is a proactive approach towards behaviour management ensuring that students are where they should be, the climate is calm and quiet, and that school values are being followed.</li> <li>• Undertake supervision duties at lunchtime.</li> <li>• Assist in the development and deployment of reintegration plans for students who require additional support.</li> <li>• Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.</li> </ul>
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## Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Application Certification Interview References
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years in a similar role.</li> <li>• Good level of education to at least GSCE standard or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant CPD</li> </ul>	Application Certification
<b>Skills, knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience working in an educational setting.</li> <li>• Knowledge of safeguarding and child protection issues.</li> <li>• Good understanding of MS Office.</li> <li>• Experience in a range of Management Information Systems, particularly Arbor.</li> <li>• Well-developed organisational skills.</li> <li>• Good communication skills (written, verbal, face-to-face, telephone).</li> <li>• Planning, prioritising and managing own workload in an environment of conflicting demands.</li> </ul>		Application Interview References

Area	Essential	Desirable	Method of assessment
<b>Character</b>	<ul style="list-style-type: none"> <li>• Well-developed organisational skills,</li> <li>• Resilience and 'can do' attitude,</li> <li>• Able to build effective and positive working relationships,</li> <li>• Able to work calmly under pressure,</li> <li>• A firm, calm approach when working with young people,</li> <li>• Flexibility and adaptability</li> </ul>		Application  Interview  References