**JOB SPECIFICATION**

**Job Title: Pastoral Manager**

**Job Purpose:** To provide support to students, in an identified key stage in the

school, to enable them to reach their full potential by identifying and

removing barriers to learning.

**Responsible to:** Assistant Head Teacher for the relevant Key Stage

**Salary:** KR 8

**Hours of Work:** 37 hours per week, 39 weeks per year (which is currently term time plus 5

days)

**Specific Accountabilities:**

* To support the Assistant Head teacher in providing a positive lead to the development of the key stage as a group, setting the tone, promoting identity and attitude
* To assist and support the cohort of students in the designated key stage.
* To act as an additional resource to support students in their learning, by acting as coach, trainer, developer and motivator
* To provide emotional support
* To assist in the provision of PSHEE activities, within and outside school
* To work with all outside agencies, parents and carers in supporting students’ learning
* To liaise with subject and pastoral staff when student issues arise which might indicate support is required
* To work in liaison with the Assistant Head teacher in planning strategies to resolve subject-specific needs of individual students
* To assist in the management and administration of major events specific to the key stage
* Liaise with Academic Lead of year groups
* Work with the SEN department in supporting students
* Assist in the preparation of and take part in activities, including assemblies for the key stage.
* Undertake the administration of attendance data for the key stage, alerting tutors and Assistant Head teacher to students causing concern
* To support students in all ways relevant to that particular key stage
* To undertake other support duties such as may be agreed from time to time.
* Evaluate and improve own practice and take responsibility for personal professional
* development, maintain and update personal IT expertise to exploit the capabilities of the
* administration IT network.
* Be committed to safeguarding and promoting the welfare of children and young people and
* follow the safeguarding policy.

Support for the School:

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher.

**** **PERSON SPECIFICATION**

**Personal Attributes:**

Supporting teachers and students

* Acknowledges and appreciates the needs of others
* Understands how support staff contribute to raising achievement
* Acts courteously and attentively at all times; shows initiative and urgency in problem-solving
* Motivates and acts as a role model
* Relates well to young people

Output of effective work

* Produces error-free work at or above average pace

Flexibility

* Responds willingly to varying demands of pace and to new approaches to work
* Can and does work in more than one area of the department

Dependability

* Produces result, working without additional supervision
* Carries out work without prompting
* Displays integrity

Energy and enthusiasm

* Shows effective energy levels throughout the day
* Shows enthusiasm for work
* Welcomes challenge
* Thinks positively

Ability to learn quickly

* Learns, remembers and uses new information and skills
* Displays an open enquiring mind

Ability to think clearly

* Gets to grips with an issue and generates ideas
* Makes an effective decision quickly and takes a balanced view

Ability to get on with/lead others

* Shows an understanding of others’ points of view
* Accepts and acts on constructive criticism
* Manages conflict constructively
* Works willingly within a team
* Liaises effectively with external agencies

**Spoken communication**

* Speaks clearly, concisely and does not use jargon
* Uses the telephone effectively

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Head teacher or designated deputy.

Signed ……………………………………………. Post holder Date………………………

Signed ……………………………………………. Head teacher Date ……………….……