

## Person Specification

Pastoral Manager

NJC Grade 7: Spine points 12-17.

Ideal hours are 37 hours per week, 46.94 weeks per year, but this is open to discussion.

Requirements for Role ( <i>E = Essential; D = Desirable</i> )		E	D	Assessed by
<b>1. QUALIFICATIONS AND EXPERIENCE</b>				
1.1	GCSE (or equivalent) in Maths and English	✓		Application
1.2	A Levels or equivalent		✓	Application
1.3	Experience of working effectively with children & young people	✓		Application & interview
1.4	Experience of working effectively with parents/carers		✓	Application & interview
1.5	Experience of using any or all of SIMS, Go4Schools and CPOMs		✓	Application & interview
1.6	Experience of applying behaviour management systems and strategies		✓	Application & interview
1.7	Experience of overseeing student attendance, including the identification of concerns and the implementation of effective intervention strategies		✓	Application & interview
1.8	Experience of day-to-day welfare and safeguarding issues		✓	Application & interview
1.9	Experience of working in a school environment		✓	Application & interview
<b>2. QUALITIES, SKILLS AND KNOWLEDGE</b>				
2.1	Has the best interests of children and young people as the guiding principles of personal practice	✓		Application & interview
2.2	Understands the barriers faced by vulnerable young people within and outside of education settings	✓		Application & interview
2.3	Has an up-to-date knowledge of key safeguarding and child protection legislation, procedures and practices	✓		Application & interview
2.4	Displays good communication skills and the ability to develop effective relationships	✓		Application & interview
2.5	Has strong organisational and time-management skills, with the ability to prioritise and work under pressure	✓		Application & interview
2.6	Can work on own initiative and as a member of a team, knowing when to offer and request support	✓		Application & interview
2.7	Is IT literate, with a working knowledge of Microsoft Office applications	✓		Application & interview
2.8	Is committed to own professional development	✓		Application & interview

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## Job Description

Pastoral Manager

NJC Grade 7: spine points 12-17.

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hours per week, 46.94 weeks per year, but this is open to discussion.

### OVERVIEW

The Pastoral Manager will provide outstanding pastoral care and guidance and fostering positive links between home and school, working closely with parent(s)/carer(s). They will monitor the attendance and behaviour of each student in their year group, managing interventions where necessary.

<b>Reporting to:</b> the Assistant Headteacher (Behaviour & Attitudes / Lower School Lead)
<b>Working in partnership with:</b> Other Pastoral Managers; Whole School Behaviour Team; Safeguarding & Wellbeing Lead; Heads of Year.
<b>MAIN DUTIES</b>
<b>1. ROLE-SPECIFIC DUTIES</b>
<p><b><u>Behaviour</u></b>  <b>Ensuring the success of the allocated year group by:</b></p> <ul style="list-style-type: none"> <li>- Promoting a positive student culture within the year group and the wider academy.</li> <li>- Applying the School Behaviour Policy and related systems, managing instances of poor behaviour quickly, effectively and consistently, and ensuring that positive behaviour is encouraged and rewarded.</li> <li>- Having a high presence during the school day, including monitoring/supervision of the allocated year group during transitions and social times.</li> <li>- Ensuring the inclusion of students who face challenges throughout the day by securing appropriate intervention and nurture.</li> <li>- Working in partnership with parent(s)/carer(s) concerning student behaviour, attendance and wellbeing, to ensure that their child thrives and achieves.</li> <li>- Supporting teachers and other staff in implementing the school Behaviour Policy.</li> <li>- Assisting teachers and other staff to maintain good standards of student dress, behaviour, effort, attendance and punctuality.</li> <li>- Working with the Inclusion and Safeguarding Lead to rapidly address bullying and discrimination of any kind, including taking immediate action and maintaining records of discriminatory or abusive behaviour directed at students with protected characteristics.</li> <li>- Ensuring that equality of opportunity for all students is promoted and achieved.</li> </ul> <p><b><u>Attendance and punctuality</u></b>  <b>Ensuring the success of the allocated year group by:</b></p> <ul style="list-style-type: none"> <li>- Ensuring that attendance and punctuality records for the allocated year groups are accurate and up-to-date at all times.</li> </ul>

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- Promoting excellent attendance and timekeeping.
- Identifying and addressing patterns and trends in attendance and punctuality.
- Identifying and implementing strategies to improve attendance and punctuality.
- Attending meetings as required.
- Monitoring the attendance of key cohorts within the year group and identifying and implementing appropriate interventions.
- Supporting and implementing rewards and incentives to promote positive attendance.

## 2. OTHER RESPONSIBILITIES

- Being aware of, and complying with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference, and ensuring equal opportunities for all.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the roles of other professionals.
- Attending and participating in relevant meetings as required.
- Participating in training and other learning activities, and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.
- Any other duties that would reasonably be expected of the post holder.

## 4. ADDITIONAL EMPLOYMENT MATTERS

### The post is subject to:

- The terms and conditions set out in the 'Green Book' Local Government Terms and Conditions documentation.
- the other terms and conditions set out in the various national collective agreements in force from time to time;
- the Trust's terms and conditions including any local agreement entered into with the Trusts' forum (including recognised trade unions);
- the conditions set out in the Job Description and in the letter of appointment.

### Safer Recruitment

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all Trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including 'Keeping Children Safe in Education'. To meet this responsibility, this includes a rigorous recruitment and selection process to discourage and screen out unsuitable applicants. Trust Job descriptions and persons specifications refer to safeguarding and child protection and that all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment. A Disclosure and Barring Service Enhanced Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate

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pre-employment checks. These include Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check, Disqualification under the Childcare Act 2006 check and an online check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK. Inclusion on the Trust/school's Single Central Record (SCR).

### **Equal Opportunities**

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd Partnership takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd Partnership is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **General Data Protection Regulation**

Our Trust is committed to ensuring that all employees privacy is protected. By signing a contract of employment, you will agree for TrustEd Partnership, and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust. A full list of these organisations is available upon request.

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