

Job Description

Job Title:	Pastoral Manager	Reporting to:	Senior Leadership Team
Location:	Rockwood Academy	Annual salary:	Grade 4a, Points 23-27 £27,741 -£31,346
Contract type:	Term Time only + 4 Weeks	Hours of work:	36.5 hours per week

ROLE PURPOSE:

To manage and support Personal Development and Well-Being in the Academy (PDWB).
 To assist in the provision of a complementary service to that given by existing teachers and pastoral staff at Rockwood Academy, addressing the needs of children who need help to overcome barriers to learning both inside and outside the school in order to achieve their potential.

MAIN DUTIES:

- To support programmes linked to Student Well-being and Personal Development.
- To ensure school policies and procedures linked to PDWB are adhered to.
- To ensure pupils are fully supported and can reintegrate into mainstream lessons successfully and expeditiously.
- To ensure a purposeful working atmosphere is maintained in the inclusion room and pupils complete work in line with guidance.
- In liaison with the Senior Pastoral Manager and Assistant Headteacher ensure inclusion room policies/codes of conduct are drawn up and regularly updated.
- To ensure, via behaviour management strategies, pupils follow codes of conduct and, if necessary, report any incidence of poor behaviour/non-compliance to the Assistant/Key Stage Manager.
- To ensure appropriate SEAL, coaching strategies are employed to develop student personal development.
- To create a personalised learning plans for students, employ strategies to maximise student learning for appropriate reflection.
- In liaison with Head of Well-being and Personal Development, plan, organise and run weekly SEAL sessions for identified pupils.
- Work in partnership with staff, students, parents and outside agencies.
- In liaison with the Assistant Headteacher design and implement a daily community service programme for pupils.
- To contribute to any data analysis/data input/administrative tasks as directed by the Assistant Headteacher/Senior Pastoral Manager.
- Support programmes inside and outside of school; out of school hours and weekends.
- Willingness to train for the Cadets Programme.
- Any other duties as directed by the Headteacher.
- Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.
- To participate in the operation of the Academy's Appraisal Scheme.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Special Conditions of Employment
REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any arrests, convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	September 2020
Job Description Reviewed by:	Headteacher

Person Specification

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> GCSE English and Maths (grades A*-C) or equivalent Degree or equivalent Text 	X	X
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> Evidence of good practice and improved outcomes of pupils Experience of working in a challenging urban context Good behaviour management practice, skills, knowledge and understanding Good administrative skills Understanding of monitoring and evaluation Evidence of achieving raised standards for pupils Competent in use ICT packages such as Microsoft Word /Excel Ability to contribute to Pastoral Management Team 	X X X X X X	
Personal Attributes <ul style="list-style-type: none"> Resilience, the ability to work under pressure and be able to meet deadlines Willingness to work out of hours and occasional weekends Ability to think creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills A commitment to Core Educational Trust vision, values, aims and the objectives of its academies 	X X X X X	