

# HARDENHUIISH SCHOOL

*A High Performing Academy*



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## Job Description & Person Specification

<b>Job title</b>	Pastoral Manager Years 7-11
<b>Hours of work</b>	37 hours per week all year 8am – 4pm (Monday to Thursday) 8am – 3.30pm (Friday) 39 weeks per year (term time only)
<b>Employment status</b>	Permanent
<b>Grade</b>	Grade G, spinal point 12 to 14 plus TLR2a (£26,873 - £28,774 pro rata plus £3214)
<b>Annual salary</b>	£26,328 to £27,963

### **Safeguarding children, young people, and vulnerable adults**

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Purpose**

To work and share responsibility, with the Learning Manager, for the wellbeing and behavioural issues of pupils in their Year Group. Essentially, the task is one of offering pupils opportunities for learning intellectually, emotionally and socially, both as individuals, as members of a group, as members of the whole year group, and as members of the wider community. The Pastoral Manager and Learning Manager are supported in this work by a team of Tutors.

### **Responsible to**

The Learning Manager  
Jo Glossop, Deputy Headteacher  
Andrea Gould, Business Manager who has overall responsibility for all support staff.

### **Contacts**

Effective working relationships will need to be formed with members of the Leadership Team, all Learning and Pastoral Managers, Key Centre Staff, Outside Agencies (e.g. Police, Education Welfare Officer, Social Care Teams, School Nurse, CAMHS), Medical Officer, School Counsellor and key members of the support staff (e.g. Attendance Officer, Exams Officer) as well as with parents and pupils within the Year Group.

### **Key tasks related to pupil progress, as directed by the Learning Manager:**

- Administer all matters related to progress of pupils in the Year Group
- Manage pastoral issues as they arise and implement School Policy
- Ensure factual records of all pupil incidents and issues are recorded on CPOMS (communication software system)
- Organise meetings with parents, produce minutes and follow up action points.
- Collate key dates for pupils in the Year Group and issue to parents.
- Work 1:1 with pupils in the Year Group in a mentoring capacity.
- Support the preparation, organisation and follow up of PIAGS (Parent Information Advice and Guidance Evenings) and Tutor Meetings.
- Issue and monitor daily reports, liaise with teachers and Learning Manager.
- Attend the start of exams of pupils in the Year Group.

- Monitor attendance and punctuality and liaise with Learning Manager to attend all support meetings and manage all Personal Education Plans.

### **Key tasks related to pupil wellbeing, as directed by the Learning Manager**

- Monitor pupil wellbeing and be the first line of support for pupils in terms of their mental health and wellbeing.
- Apply the School's values and aims that inform all actions related to pupil wellbeing.
- Apply the School's guidelines on issues relating to safeguarding:  
Raise safeguarding concerns to the Designated Safeguarding Leads (DSL/DDSL), ensure all information logged promptly and accurately using CPOMS.
- Complete Early Support Assessments (ESA) for pupils in need of early help, organise/attend Early Help meetings and feedback to appropriate people or act as Lead Professional where appropriate.
- Prepare MASH (Multi-Agency Safeguarding Hub) Referral Form as directed by DSL/DDSL when required, with supporting documentation and liaise with family as necessary.
- Liaise with outside agencies, e.g., Police, Social Care, CAMHS and seek medical advice as necessary. Monitor cases daily and liaise closely with families and agencies involved.
- Provide a rapid response to parental concerns and queries.
- Follow the school policy with regard to bullying.
- Administer the School's system of exeats for pupils in the Year Group.
- Induct pupils new to the Year Group.
- Support the preparation and organisation of assemblies, special assemblies such as the Christmas Celebrations, Awards Evenings and the Celebrating Success Assembly.
- Carry out administration in all matters related to pupil wellbeing, behaviour and learning in the Year Group.
- Apply the Positive Behaviour Policy and the strategies and systems it recommends (ACEs, citizenship, safety net etc.)
- Deal with the day-to-day behaviour issues in the Year Group and refer to and/or liaise with the Learning Manager or Curriculum Leader.
- Contact parents, liaise with other Pastoral Managers and Support and Intervention Leaders.
- Liaise with Learning Support, school counsellors and other agencies as appropriate in terms of providing necessary pupil support.

### **Other Duties**

This job description is intended as a guide to the general duties required of the post.

Occasionally the postholder may be required to undertake training and perform duties other than those given in the job description. This will include assisting in various activities relating to the supervision of pupils, such as:

- invigilating tests and examinations; working closely with the Exams Officer by notifying special circumstances for consideration, e.g. broken arm, family bereavement or mental health issue
- providing general supervision at break/lunchtime and during School trips and other Year Group functions e.g. running weekly pastoral detentions
- acting as emergency cover for tutor groups in situations where other staff have been delayed or called away
- representing the school at pupil family bereavements
- escorting pupils to hospital when family members are unable to assist
- supporting the Medical Officer with medical emergencies relating to pupils in the Year Group.

Training will be offered on a regular basis and cover safeguarding issues, mental health and behaviour management and other topics pertinent to the role of Pastoral Manager.

The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

**Disclosure and Barring Service**

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance. The post is exempt from the Rehabilitation of Offenders Act (1974).

**Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

**Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

**Confidentiality**

All employees are expected to respect confidentiality in relation to school business and pupil data.

**Working time**

Pastoral Managers work for 37 hours per week. As indicated above in 'Other duties' the 37 hours will be managed with the Learning Manager and will cover break/lunchtimes and include some functions that happen outside of normal school hours.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
First Aid at Work certificate		•
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with children aged between 11 to 16	•	
Experience of working within a primary or secondary school		•
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work on own initiative	•	
Positive attitude to pupil development	•	
Ability to help resolve conflict and deal sensitively with difficult situations	•	
Empathy	•	
Good time management and organisational skills	•	
A friendly disposition and good sense of humour	•	
High standards regarding personal appearance	•	
Strong work ethic and high expectations	•	
Clear understanding of and respect for confidentiality	•	
Competent word processing skills and a willingness to develop ICT skills	•	
Flexible and open minded	•	
Ability to liaise effectively at all levels	•	
Good communication skills	•	
Positive attitude to personal development and continuous professional development	•	
Willingness to undertake first aid training	•	
Loyalty and commitment	•	
Awareness of current issues relating to children		•