



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: PASTORAL MANAGER**

Post Title	Pastoral Manager
Purpose	To work with the school's pastoral team – the Deputy Headteacher, the Heads of House, the Welfare and Inclusion Manager and the Support Base Manager – to promote the positive behaviour of pupils and ensure that the behaviour and pastoral related policies are carried out. To line manage staff as appropriate.
Reporting to	Associate Senior Leader (Senior Head of House)
<p>Core tasks and responsibilities:</p> <ul style="list-style-type: none"> • To work as a member of the school's pastoral team, working with all school staff, parents and students. • Line-management responsibilities as required. • To manage an in-school pupil support unit as planned intervention for behavioural or pastoral reasons or as a final preventative measure to support pupils at risk of exclusion. • To collaborate with Heads of Departments to provide meaningful education to pupils in the support unit, ensuring work set is planned and fully resourced according to the mainstream curriculum. • To supervise and provide meaningful education for pupils following a removal from a lesson to ensure this is as close as possible to the mainstream curriculum. • Enable pupils removed from lessons to regain calm in a safe space. • Facilitate reflection by the pupil on the behaviour that led to their removal from the classroom and what they can do to improve and avoid such behaviour in the future. • Coordinate the targeted pastoral support aimed to improve behaviour so that pupils removed from lessons or spending time in the pupil support unit are reintegrated and succeed within mainstream school community. • Monitor the effectiveness of restorative conversations, and facilitate where necessary, in order to improve behaviour. • To lead in the coordination of pastoral support from external agencies, for example Behaviour Support Service, or agencies providing mentoring. • To act as the Anti-bullying coordinator, leading on assemblies, signposting support to pupils and parents and providing specific interventions for racist, homophobic and bullying incidents. • Keep a register of pupils who require borrowing uniform for the day at the start of the day to ensure they are ready to learn. • Coordinate the distribution of Ready Respectful Safe (RRS) cards. • To maintain accurate registers and logs, including safeguarding records where applicable. • To support the Pastoral and Senior Teams with the production and analysis of behaviour and intervention trends over time to identify appropriate intervention and/or next steps. • Carry out supervision duties as part of the pastoral rota before and after school and at break and lunchtimes to help manage the behaviour of pupils during unstructured time and deal with inappropriate behaviour according to school policy. • Undertake investigations into reported incidents of poor behaviour or bullying following the school guidelines, including taking witness statements, and implement sanctions according to school policy. • Provide support in the management of school detentions: <ul style="list-style-type: none"> - Collate lists of pupils who need to attend detentions and need picking up from lessons - Collect pupils where required from lessons before the detention begins - Participate in the rota for supervising detentions at break, lunchtime and after school 	

- Participate in the rota for marking pupils late at the beginning of the school day.
- Participate in the 'on call' rota at school, visiting classrooms and removing pupils where required to by the teacher.
- Monitor the corridors at lesson turn over and during 'on call' sessions, and challenge pupils who are out of lesson.
- Cover breaks and staff absence through illness in the support base as required.
- Take an active role in building positive relations with pupils, especially those most at risk of receiving sanctions for poor behaviour.
- Maintain effective communication with parents to establish productive and positive working relationships.
- Use a range of different strategies to support all pupils following incidents of poor behaviour, but especially those with social, emotional and behaviour difficulties, special educational needs or pupil premium pupils.
- Be responsible for keeping and updating records on paper and in the school's computer systems according to school policy
- Carry out clerical and admin support for the Heads of House when needed.
- Support the pastoral team in the implementation and monitoring of school policy regarding dress code.

General:

- Understand the importance of inclusion, equality and diversity and promote equal opportunities for all
- Uphold and promote the values and ethos of the school
- Uphold all policies, procedures and codes of practice of the school
- Take a proactive approach to health and safety to minimize and mitigate potential hazards.

Generic responsibilities of all Hall Green School Staff

- To work consistently to uphold the school's mission statement and school values.
- To follow all school policies.
- To work in a cooperative and polite manner with staff and all other Stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To follow child protection measures and in so doing ensure that pupil's safety and wellbeing is never compromised.
- To take an active part in the school's commitment to the development of staff and the appraisal procedure.
- To work with visitors to school that upholds the school's reputation.
- To seek to improve the quality of the service the school provides.
- To present oneself in a professional way that is consistent with the values and expectations of the school.
- To undertake relevant training as required.
- To provide support across all administrative functions across the Academy as and when necessary.

The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.

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