



PLATANOS COLLEGE

Job Description

JOB TITLE: Pastoral Manager

SALARY: Negotiable (dependent on experience)

PURPOSE OF JOB:

- To manage and undertake work as part of the Pastoral Team to support the effective learning and wellbeing of pupils in line with the school's mission statement and ethos.

MAIN ACTIVITIES & RESPONSIBILITIES:

- To take overall responsibility for the management, monitoring and support of pupils, their learning and achievement for a specified year group / key stage group.
- To work as part of the Pastoral Team to ensure that pupils are able to enjoy and fully participate in all areas of school life in a safe and supportive environment in order for pupils to reach their full potential.
- To ensure the highest standards of pupil discipline and behaviour for learning, using a range of strategies and interventions to drive improvement.
- To challenge and support pupils who are not behaving according to the school's policies.
- To support pupils who are experiencing barriers to their learning.
- To assess and review the needs and difficulties of pupils using a variety of techniques and to find and implement strategies to overcome these.
- To build and maintain successful relationships with pupils in order to facilitate effective learning.
- Use of pupil data and data analysis in order to drive pupil progress and inform strategies to meet the department and wider school aims and objectives.
- Liaise with teaching staff and other relevant staff or external agencies regarding the welfare of pupils.
- Liaise with parents/carers where appropriate regarding pupil support and welfare.
- Attend meetings where appropriate.
- Contribute to reviews, assessments and other reporting procedures for pupils.
- Submission of monitoring reports and other relevant documentation as necessary.
- Maintain records and other data regarding pupil support and progress.
- Supervise pupils on educational trips where necessary.
- To undertake any other administrative tasks related to the post.
- Committed to raising pupils' attainment.
- Complete any other duties at the reasonable request of senior managers and the Headteacher.
- To undergo any training required in order to perform duties effectively.
- To maintain good general knowledge of the schools' systems in order to carry out duties effectively.
- To flexibly operate contracted hours to meet the needs of the school.

- To commit to other appropriate tasks to ensure the safe and smooth operation of the school and support of pupils' learning.
- To maintain strict confidentiality with all work where necessary with due regards to data protection.
- To have due regards for health and safety and safeguarding and promoting the welfare of children and young people and to follow all associated safeguarding and child protection policies at the school.
- To take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting equal opportunities and good community relations.
- To work in accordance with whole school policies and procedures.
- Committed to the school's mission statement and ethos.

This job description will be reviewed where necessary and may be subject to amendment or modification at any time to meet the needs of the school after consultation with the post holder. It is not a comprehensive statement or exhaustive list of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.



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Person Specification

JOB TITLE: Pastoral Manager

A. Skills, experience and personal qualities

Proven experience relevant to the post.	Essential
Good numeracy and literacy skills.	Essential
Proven experience of working collaboratively as part of a high impact and successful team.	Essential
Good data analysis skills.	Essential
Excellent communication skills both orally and in writing.	Essential
Ability to ensure that confidentiality and professional discretion is maintained at all times.	Essential
Ability to word process and present documents to a high standard.	Essential
Excellent IT skills to include a comprehensive understanding of the use of software packages such as Microsoft Office and other relevant packages.	Essential
Excellent interpersonal skills including the ability to handle situations with tact and sensitivity.	Essential
Excellent organisational skills. Ability to manage and prioritise workload and respond effectively to working under pressure and to tight deadlines.	Essential
Attention to detail and accuracy.	Essential
Ability to assimilate information readily and speedily.	Essential
A strong commitment to continuing professional development including learning new skills and IT programmes.	Essential
Ability to find creative and innovative solutions to working more efficiently and effectively.	Essential
Ability to work independently with own initiative on various ongoing projects.	Essential
Ability to work flexibly and adapt to different projects and the needs of the school and children.	Essential
Excellent attendance and punctuality.	Essential
Professional working ethic. Hard working and commitment to the mission statement and ethos of the school and the Trust.	Essential
Commitment to maintaining high standards of delivery.	Essential
Awareness and understanding of the needs of pupils.	Essential
Awareness of current developments and regulations.	Desirable

B. Qualifications and knowledge

Recognised degree or equivalent.	Essential
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Qualification(s) relevant to the post.	Essential
At least 5 GCSEs (or equivalent) including English and maths (grade C or above).	Essential
Relevant and up-to-date professional development.	Desirable
Understanding of the national curriculum and learning programmes/strategies.	Essential
Understanding of child development and learning.	Desirable
Understanding of the statutory duty to safeguard children.	Essential

C. Safeguarding

Display commitment to safeguarding and promoting the welfare of children and young people.	Essential
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