



CENTRAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION - ASSOCIATE STAFF

Post Title:	Pastoral Manager
Scale:	NJC Scale 4/5 (depending upon experience)
Responsible to:	Head of Student Support
Working hours/ pattern/term:	35 hours per week, term time only Annual leave must be taken in school holidays
Location:	The post holder will be based at Coppice Performing Arts School. The post holder may be required to work at another school in Wolverhampton from time to time or for a specified period.
Disclosure level:	Enhanced
Post Purpose:	<ul style="list-style-type: none">• Provide an initial contact point for parents and parental concerns• Provide strategies and direct support in order to remove internal and or external barriers to learning that are preventing individuals or groups of students from fulfilling their potential• Be central to the monitoring of student behaviour and demeanour at all times during the 'school day'• Support the identification of "at risk" students• Work as part of a team within school to manage, co-ordinate and provide a complementary service to teachers, welfare and guidance staff• Facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential• Contribute to raising standards of student attainment• Use data to help identify student need, and develop strategies which will provide and monitor opportunities for personal and academic growth for students who may not be responding to the standard curriculum framework• Contribute to a PDC which enables students to develop as individuals• To safeguard and protect students and staff

<p>Main Duties and Responsibilities:</p>	<ul style="list-style-type: none"> • Contributing to a team of staff who provide support to students to overcome identified social, emotional, behavioural and educational barriers to learning Provide support for identified students • Effectively track and monitor progress, maintain appropriate records and prepare thorough documentation for statutory reviews and inform teaching and learning Liaise with outside agencies and parents to provide effective levels of social, emotional and behaviour support • Liaise with teaching and pastoral staff to ensure continuity of care and support for learning • Take part in the school's staff development programme by participating in arrangements for further training and professional development • Help to create a climate which enables teaching staff and students to develop and maintain positive attitudes towards learning • Work as a member of a designated team and to contribute positively to effective working relations within the school • Assist with the development and management of an extra-curricular programme which enhances positive attitudes to school • Contribute to the process of monitoring and evaluation of the department in line with agreed school procedures including evaluation against quality standards and performance criteria • Regularly review levels of support and methods of support for identified students Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school • Take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools • Promote the general progress and well-being of individual students within the school • Liaise with Pastoral Leaders to ensure the implementation of the Pastoral System Actively encourage full attendance at all lessons and student participation in other aspects of school life • Communicate with the parents and persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff • Contribute to PDC according to school policy
<p>Specific responsibility:</p>	<ul style="list-style-type: none"> • To work with an identified group of students who are experiencing difficulty within mainstream education and are at risk of exclusion or alternative provision • To provide continued support and work for students who have been temporarily excluded from school, or are on modified timetables • To support students to develop the correct social skills and attitudes necessary for a full time return to normal timetable • Communicate effectively with parents/carers, and outside agencies to ensure a coordinated approach to alternative provision, and monitor progress • Actively support the learning of identified students by effective liaison with subject teachers to ensure that curriculum is maintained • Create supportive networks within the school for all students to progress • Assist with administrative tasks within the Behaviour and Support area • Contribute to the schools rewards and sanctions policy, through support to rewards celebrations, inter-form competition and detentions • Supervise groups or classes of students in the absence of the class teacher

The post holder is required to:

Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date

Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay

To play a full part in the life of the school community, to support its distinctive mission and the ethos

To act as exam invigilator when required

To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post, which are commensurate with the grade and job title.

Endorsement:

I accept the specified job description.

Name: _____

Signed: _____

Date: _____