

## **Pastoral Manager**

### **Job Description**

**Grade: GRC** *consultation grade - subject to formal evaluation under the Pay Equity Review*

1. **Job Purpose**

- 1.1 Support the Pastoral Year Head/Achievement Coordinator in improving monitoring and evaluating pastoral strategies.

2. **Key Responsibilities**

**Support Standards**

- 2.1 Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety
- 2.2 Respond to and take steps to resolve relationship issues between students
- 2.3 Provide general student support e.g. lost items, upsets
- 2.4 Monitor attendance at detention – use the groupcall system to inform parents
- 2.5 Follow up attendance matters, including for agreed target students and contact or meet with parents
- 2.6 Collect and collate statements relating to incidents, following up directly when appropriate
- 2.7 Issue, collect and follow up target cards for identified students
- 2.8 Contribute to pastoral support plans
- 2.9 Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children
- 2.10 Liaise with external agencies on behalf of the Key Stage team
- 2.11 Become a Child Protection Officer – designated member of staff when trained to undertake the role
- 2.12 Attend case conferences as directed
- 2.13 Contribute to the provision and organisation of the mentoring programme to raise attainment in the Key Stage
- 2.14 Contribute to organisation of Key Stage events and programmes eg. Learning to Lead
- 2.15 Contribute to tutor meetings as requested

**Communication**

- 2.16 Be the first point of contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action
- 2.17 Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files
- 2.18 Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files
- 2.19 Arrange for work to be set and collected for exclusion and other student absence
- 2.20 Seek reports on student progress from staff
- 2.21 Arrange parental appointments for Directors of Learning, Deputy Directors of Learning and Heads of KS3 and KS4

### **Evaluation**

- 2.22 Monitor levels of bullying and implement policies and strategies to combat it
- 2.23 Produce reports on levels of incidents dealt with and other issues relevant to the post

### **General**

- 2.24 Attend year councils as requested
- 2.25 Assist with on call duties if appropriate
- 2.26 To assist in break/lunch supervision if required
- 2.27 Represent the school in a manner consistent with its ethos and values
- 2.28 Contribute to school development through identified communication and consultation channels
- 2.29 To respect the confidential nature of information relating to the school and students
- 2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.31 To ensure all tasks are carried out with due regard to Health and Safety
- 2.32 To adhere to the ethos of the school
  - 2.32.1 To promote the agreed vision and aims of the school
  - 2.32.2 To set an example of personal integrity and professionalism
  - 2.32.3 Attendance at appropriate staff meetings and parents evenings
- 2.33 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### **3. Supervision Received**

Supervising Officer's Job Title:

3.1 Level of supervision:

1. ~~Regularly supervised with work checked by supervisor~~
2. ~~Left to work within establishment guidelines subject to scrutiny by supervisor~~
3. Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.		AF/C
<b>Experience</b> Relevant work and other experience		
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***