



# Cardinal Pole Catholic School

## **Pastoral Support Job Description**

**Job Title:** Pastoral Support Manager  
**Reporting to:** Deputy Headteacher  
**Grade:** Scale 6  
**Hours:** 36.5 hours per week, Term Time Only

### **Purpose of post:**

To work as a member of the Inclusion Team, to support the Year Curriculum Leader and Key Stage Managers within the school.

### **Key Tasks:**

#### **Main Responsibilities**

- a) to be the second point of contact after the Form Tutors for students and parents, especially in relation to the day to day working of the School Behaviour Management Policy.
- b) to assist the Year Curriculum Leader for a designated Year Group.
- c) to prioritise the issues arising from contacts with students and parents to minimise the disruption to school learning and to ensure that issues are dealt with efficiently and at the right level.
- d) to support the personal social and academic development of students and promote their well-being within the specified Key Stage.
- e) to liaise with appropriate members of the year team to implement positive behaviour management strategies.
- f) to work as an active member of a tutorial team to support colleagues in setting high expectations for standards of behaviour, dress and achievement.
- g) to contribute to the overall ethos, work and aims of the school.
- h) to assist in maintaining links with home, internal and external support services involved in student welfare.

### **Other Specific Duties:**

#### **Attendance, Punctuality and Uniform**

- a) to liaise with the attendance office over first day call for at risk or critical groups as identified. Liaise with designated Senior Leadership Team and Key Stage Co-ordinators / Year Curriculum Leader to make contact home.
- b) to monitor student punctuality and assist with detentions for lateness.
- c) To maintain stock of spare uniform i.e. blazers and ties.
- d) to support school Behaviour and Dress Code policies within the school. Issue loan system for uniform

## Behaviour Management

- a) To receive excludees; record the details of the exclusion; supervise the excludee. In certain circumstances, a pupil will be placed in the learner support room. Administer all letters regarding after school detentions, liaising with the staff involved. Administer letters on behalf of Assistant Heads as and when necessary.
- b) to be in charge of the administration of after school detention system by recording names, reminding students, liaising with duty staff and co-ordinating any follow-up action.
- c) to supervise the after school and lunchtime detention system.
- d) to assist senior staff with individual students who, for whatever reason, are not in class. This may mean following up truants (attendance), counselling learners who are distressed (liaising with the Welfare Assistant) and liaising with senior staff on action to be taken.
- e) to liaise with teaching staff over internally and fixed term excluded learners including emergency cover.
- f) to organise and administer conduct and attainment reports.
- g) to liaise with other Managers and Curriculum Leaders.
- h) to administer and monitor the daily report system to individual students, as well as lesson, punctuality, loss of free time, attendance, principal reports and any other relevant document that may be used to monitor learner progress.
- i) to liaise with Pre – Exclusions Officer, Police Liaison Officer, KS3 Pru Officer, EWO and other agencies regarding key students.
- j) to supervise excluded students.
- k) to assist in organising school detentions and maintain records.
- l) to liaise with group tutors over student planners.
- m) to undertake duties at break time according to the duty rota.
- n) to collate information on students successes e.g. merits/ rewards.

## Communication

- a) to maintain conduct logs on SIMS system and analyse weekly.
- b) to attend meetings as appropriate.
- c) to maintain diary for re-admissions/ bullying and racist incident logs.
- d) to arrange for school photographs.
- e) to assist with the organisation of presentation evenings and other key events associated with the Key Stage.
- f) to carry out administrative tasks as appropriate.
- g) to liaise with parents/carers and keep accurate records.
- h) to liaise with relevant support agencies.
- i) to support in bullying issues.
- j) to communicate with parents, organise meetings and make appointments at the request of Key Stage Managers.
- k) to assist in the organization of information for internal/external support services including inclusion meetings.
- l) to order and organise year group resources as directed.
- m) to invigilate exams for the appropriate year group.
- n) to supervise students on educational trips and in school clubs.
- o) to report all concerns about Child Protection/Health & Safety/Security to the appropriate person.

## **General:**

- a) to undertake any other tasks which are reasonably requested by the College.
- b) to take part in the schools performance management, process.
- c) to undertake appropriate training.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

## **Key Organisational Objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- enactment of Health and Safety requirements and initiatives as directed
- ensuring compliance with Data Protection legislation
- at all times operating within the school's Equal Opportunities framework
- commitment and contribution to improving standards for pupils as appropriate
- promoting customer care and quality in line with the school policy
- contributing to the maintenance of a caring and stimulating environment for pupils

## **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
<b>Experience</b>		
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using SIMS database		✓
Experience working in a school setting		✓
Experience working as a receptionist / secretary / administrator	✓	
Experience of working with children and young adults	✓	
Experience of working with the general public	✓	
<b>Skills</b>		
<b>Personal</b>		
Ability to relate well to children and adults	✓	
Must be well organised	✓	
Ability to work under pressure and ensure deadlines are met	✓	
Ability to work as part of a team		
Good communication skills ( oral and written )	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to multitask across different workloads	✓	
Ability to demonstrate competent standards of literacy and numeracy	✓	
<b>Administrative</b>		
Experience of using, maintaining and developing administrative systems	✓	
Ability to find solutions to administrative problems	✓	
Ability to maintain accurate records and filing systems	✓	
Ability to produce clear reports	✓	
<b>Relations</b>		
Have good interpersonal skills and be able to communicate effectively	✓	
Committed to providing quality customer service	✓	
Ability to develop good relations with staff, pupils and governors	✓	
<b>IT Skills</b>		
Fast and accurate keyboard skills	✓	
Word processing and typing skills – typing at least 50 w.p.m.	✓	
Good understanding of database – including ability to use database to produce reports and statistics		✓
Ability to use Excel and Word	✓	