

# Wiltshire Council

## School Support Staff

### Job Profile

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| <b>Reference :</b>        | SCH559                                                                                                                                                                                                                                                                                                                                                                                 | <b>Grade G</b> |
| <b>Job Title :</b>        | Pastoral Manager                                                                                                                                                                                                                                                                                                                                                                       |                |
| <b>Main Job Purpose :</b> | Responsible for welfare and behaviour issues within a group (maybe year group or wider group), under the guidance of the Head of Year or other senior manager. Ensure pupils have opportunities for learning intellectually, emotionally and socially, as individuals, members of a mixed ability tutor group, members of the whole year group, and as members of the wider community. |                |

| Main Duties |                                                                                                                                                                                                       |
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| 1.          | Manage pastoral and behavioural issues as they arise and implement school policy.                                                                                                                     |
| 2.          | Liaise with Parents and other agencies as necessary.                                                                                                                                                  |
| 3.          | Monitor attendance and punctuality using agreed strategies where necessary.                                                                                                                           |
| 4.          | Assist with the reporting process. Administer the group in all matters related to pupil progress                                                                                                      |
| 5.          | Assist in the organisation and smooth running of events such as the group's parent and pupil consultation evening and forum meetings for parents                                                      |
| 6.          | Assist in the organisation and smooth running of assemblies, special assemblies, such as the Christmas assembly and the annual formal assembly celebrating the group's successes - academic and SMSC. |
| 7.          | Contribute to the development of school policies on pastoral care and behaviour management                                                                                                            |
| 9.          | Induct pupils to the school.                                                                                                                                                                          |

| <b>Supervision and Management</b>                                                                                                 |
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| The job holder has no regular supervisory responsibility for staff but assists in work familiarization of peers and new recruits. |

| <b>Creativity and Innovation (i.e. Problem Solving)</b>                                                                                                                                                                                                                                                                                                                                                     |
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| <p>The Pastoral Manager will deal with problems arising from the day to day behaviour/welfare issues in the group following school policies and practice but will refer high level issues to senior staff.</p> <p>The Pastoral Manager will be required to show initiative in dealing with behaviour/welfare matters as they arise, drawing upon previous experience of dealing with similar situations</p> |

| <b>Key Contacts And Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>The Pastoral Manager will liaise with parents, Learning Support, the School Counsellor and other agencies as appropriate in terms of providing necessary pupil support, especially for those high maintenance pupils deemed at risk of not completing their full course of education.</p> <p>The Pastoral Manager will necessarily be liaising with various teaching staff and other agencies as appropriate in terms of providing pupil support.</p> |

| <b>Decision Making</b>                                                                                                                                                                                                                                                                                                                           |
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| <p>Pastoral managers, as they gain experience and confidence, are empowered to make more decisions without reference to the manager, so that most day to day pastoral matters will be in their hands.</p> <p>As Pastoral Managers put into practice many of the School's policies, they will be consulted on how those policies are working.</p> |

| <b>Resources</b>                                                                                                                            |
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| The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources. |

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| <b>Working Environment</b>                                                                                                                                                      |
| <p>There will be changing demands and a need to prioritise according to pupil needs and response deadlines</p> <p>The jobholder is working directly with pupils and parents</p> |

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| <b>Knowledge and Skills</b>                                                                                                                                                                                                                           |
| <p>Experience in working with children and understanding of the issues involved in pastoral support.</p> <p>The ability to resolve conflict and deal sensitively with difficult situations</p> <p>A good standard of communication and ICT skills</p> |