

Job Description



**Alderbrook School
& Sixth Form**
AMBITION | BRAVERY | KINDNESS

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

POST:	Pastoral Manager
SALARY:	Band D
HOURS:	37 hours per week, term time plus inset days (39 weeks)
HOLIDAYS:	During the school holidays
ACCOUNTABILITY:	All staff work under the reasonable direction of the Headteacher and the Assistant Headteacher with delegated responsibility.

As Pastoral Manager in collaboration with the Head of Year

- To support pastoral meetings and the form tutors.
- To help develop the form tutor programme and work with the Head of Year to establish specific needs of your year group.
- To organise the assembly programme and assemblies.

Shared between Pastoral Managers either on a rota or in line with work flow

- Responsible for pastoral and behaviour issues across the school.
- To support the organisation of the programme for the induction of new students to the school.
- Processes and administration relating to removal of students from lessons.
- Processes relating to Exclusions, ensuring we are meeting the legal requirements regarding procedures.
- Liaising with Assistant Headteacher (Attendance) regarding referral of students to Education Welfare Officer.
- Dealing with truancy and attendance issues in collaboration with the EWO and Attendance co-ordinator.
- Organisation with the support of the Head of Year over organisation and invitations of reward events.
- Administration linked to incidents of discrimination.
- Attending and organisation of behaviour interventions and meetings with parents.

Whole School

- To contribute to the Pupil Intervention Records as a part of the School Improvement Plan and its evaluation.
- To support and liaise with form tutors concerning individual students re: their learning, emotional and behavioural development, home circumstances and general progress.
- To collaborate with the Senior Leadership Team, curriculum leaders and Head of Inclusion when appropriate to enable identified pupils to access the curriculum and positively engage with their learning.
- To consult and liaise with the Head of Inclusion and Student Development Faculty over individual pupils with special needs as appropriate.
- To work closely with parents/carers and communicate the concerns of parents to staff and vice versa.

- To ensure that pastoral documentation and organisation tasks such as pupil records are completed accurately, efficiently and regularly updated.
- To attend events such as New Intake Evening and parent consultations as required.

In General

- Working collaboratively and co-operatively with all other colleagues.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post.
- To contribute to the overall ethos, work and aims of the school.
- To participate in the school's performance review process.
- To adhere to the school's policies and procedures.

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

Signed: _____ **Tom Beveridge – Headteacher**

Signed: _____ **Pastoral Manager**

Date: _____