**Bushey Meads School**

**Job Description - Assistant Pastoral Manager**

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| **Post Title** | Assistant Pastoral Manager |
| **Purpose** | * To assist in the pastoral care and inclusion of students across the comprehensive intake of our school * To maximise the achievement of all students * To enhance and promote the inclusion in and experience of learning activities for all students within and beyond the curriculum * To promote and encourage independent learning, by liaising with teaching staff and other members of the school and wider community |
| **Reporting to** | Assistant Headteacher |
| **Liaising with** | Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 37hours per week Monday to Friday, 8.15am – 4.15pm (inclusive of 36 minutes unpaid breaks each day). Term time + 1 week to include 5 INSET days. |
| **Salary/Grade** | APT & C Points 17 – 24 + London fringe (£24,491pa - £28,672pa + £898pa), paid pro-rata for the hours worked. Actual pro-rata salary range is £20,854 pa - £24,414 pa + £764 pa. |
| **Disclosure Barring Service** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * Work with small numbers of identified students to improve attainment, raise student aspirations, encourage positive attitudes, address barriers to learning, identify and carry out interventions with students who are working below their academic targets * Develop intervention programmes with the Pastoral Manager to address the issues in the above bullet point * Monitor the attendance of students and employ strategies to improve attendance where needed * Supervise internal exclusion as part of a rotation timetable * Support students writing statements * Follow the Positive Behaviour for Learning policy through issuing of rewards and consequences for students * Attend meetings with parents where concerns are raised * Gather information from staff and through analysis of data to help support students’ needs * Monitor students on report and on Student Support Plans * Organise outreach workers’ appointments * Organise events, such as Parent Consultation Evenings, as required * Complete Families First assessments as needed * Liaise with external agencies to provide support for students * Deputise for the Designated Senior Person for Safeguarding when needed * Supervision during student free time (lunch and break) * Provide basic administrative support for the pastoral team, as required |
| **Staff Development:** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development * To attend regular meetings with the Pastoral Manager * To work as a member of a designated team and to contribute positively to effective working relations within the school * To engage actively in the Performance Appraisal Review process * To attend relevant in-service training and regular learning support meetings |
| **Standards and quality assurance:** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies * Participate in staff training * Develop links with the Governors, Hertfordshire Education Authority and neighbouring schools |
| **Management Information:** | * To maintain records of intervention programmes and support with students |
| **Communication:** | * + To communicate effectively with the parents of students as appropriate   + To communicate and co-operate with persons or bodies outside the school   + To follow agreed policies for communications in the school   + Attend meetings as required   + To prepare and provide reports as required   + To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Marketing and Liaison:** | * + To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and liaison events with partner schools as required |
| **Management of Resources:** | * + To contribute to the process of the ordering and allocation of equipment and materials   + To identify resource needs and to contribute to the efficient and effective use of resources   + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |
| **Other Specific Duties**: | |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal, professional development * to actively engage in the school’s self-review and evaluation processes * to actively engage in the school’s Appraisal of Performance processes * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed | |
| All Associate Staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. | |

**November 2021**