



Beverley High School

Job Description

Pastoral Manager

ERYC Grade 6 - £22,129 pro rata

Hours of work:

37 hours (term time only + five additional days)

Purpose of the Job:

In collaboration with Form Tutors, Year Leaders, Wellbeing Team Manager and under the direction of the Assistant Headteacher (Behaviour & Attitudes) to provide support and intervention strategies in order to meet the pastoral needs of pupils at Beverley High School.

Duties and Responsibilities:

1. Ensuring good communication with parents and members of school staff by the use of letters, telephone calls, emails, personal contact etc.
2. Monitoring and tracking pupils in terms of attainment, attitude to learning, attendance, behaviour, independent learning etc.
3. Produce reports for the SLT on the progress of pupils.
4. Interviewing and counselling pupils identified by the school.
5. Supporting follow up/action from pupil reports and student reviews.
6. Working with pupils to promote their achievement and wellbeing in liaison with Assistant Headteacher (Behaviour & Attitudes).
7. Liaising with external agencies. This could involve attendance at Multi-Agency meetings which are sometimes out of working hours, so a flexible approach is needed.
8. Liaising with the Learning Support Team and acting as part of the coherent strategies within Individual Behaviour Plans, Pastoral Support Plans and Education and Healthcare Plans.
9. Supervising pupils at breaktimes and lunchtimes by being on duty.
10. Under the direction of the Attendance Officer monitoring attendance and punctuality. This will include making telephone calls on first day of absence and being part of a "meet and greet" supervision on a rota basis.
11. Monitoring pupil referral forms (SIMS).
12. Organising and collating work for excluded/sick/absent pupil/students where appropriate in liaison with the Wellbeing Team Manager.
13. Attending Parents' Evenings/Open Evenings.
14. Assisting with the smooth transition of pupils between transition points.
15. Promoting and assisting with school visits including accompanying residential trips.
16. Contributing to assemblies when appropriate.
17. Being part of the cover 'backup' team.
18. Supervising pupils whilst on detention.
19. Supervising pupils and being available to them at break times and before and after school.
20. Supporting pupils in class.

To perform such duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility, including carrying out additional tasks as required.

Position in School Organisation

Headteacher

Assistant Headteacher (Behaviour & Attitudes)

Wellbeing Team Manager

Child Protection
Co-ordinator

Attendance Officer /
Pastoral Manager (Y7)

Pastoral Manager
(KS3 & 4)

Pastoral Manager
(6th Form)

Pastoral Manager
(new)