



Venerable Bede Academy

Job Description

Job Title:	Pastoral Year Group Manager
Salary Range:	£27,514 - <u>£23,767 Actual Salary</u>
Line Manager:	Assistant Headteacher (Pastoral)
Contracted Hours:	37 hours per week / term time only plus 5 additional days (39 paid weeks)
Working Pattern:	Mon-Thurs: 8am – 4pm Fri: 8am – 3.30pm

MAIN PURPOSE OF THE POST

Across a year group (s) to establish functional strategies for the Academy in all areas of pastoral care. To develop and implement long-term plans within the Academy that guide staff to support pupils to overcome their barriers to learning and maximise the opportunities provided for them.

To support pupils to achieve their full potential who may be exhibiting behaviour, emotional or social problems in school.

Principle Responsibilities:

Support for the pupil

- To monitor behaviour, emotional and social issues within a year group(s) and make positive interventions when necessary.
- To identify personal issues that are affecting pupil performance and share this information with relevant staff in order to help the pupil maintain their Academy placement.
- To help support pupil attendance and punctuality by working with the attendance officer.
- To liaise and contact parents where required.
- To create and implement behaviour plans and monitor their success.
- To support pupils in lessons who are experiencing difficulties.
- To provide support to pupils in integration issues within their wider social environment
- To be accountable for implementation of a positive ethos within year groups and promote a positive behaviour code for pupils within these groups.
- To work to raise the self esteem of all pupils in all year groups
- To act as a key worker for pupils as and when appropriate.
- To provide clear guiding principals and strategies for Academy teaching staff in order to manage pupil behaviour and to minimise opportunities for poor behaviour during social time and lessons.
- To create and implement mentoring systems within the Academy
- Supported by the Assistant Headteacher to review, create and implement improved Academy and pastoral policies
- To drive forward innovation within the pastoral team
- To identify and adopt best practice across the Academy in all areas of pastoral care
- To articulate and support the Academy policies and dress codes with all pupils and their parents.

Inter-agency Working

- To initiate contact with other agencies via the Early Help Assessment framework, on behalf of the Academy and parent/carers and to liaise with all parties on a regular basis.
- To be responsible for completion, registration, and management of Early Help Assessment documentation when a need is identified, acting as Lead Professional where appropriate.
- To represent the Academy when requested at Interagency or other professional meetings.
- To ensure the maintenance of accurate and up to date pupil information on the Academy's management information system and own pupil filing records.

Other Specific Duties

- As a member of a first aid team, to carry out First Aid at work duties for staff, pupils and visitors.
- To play a full part in the life of the Academy community, supporting the Academy's distinctive Christian ethos and mission, encouraging colleagues and pupils to do the same.
- To engage actively in the appraisal management process.
- To continue personal development as agreed at performance management meetings.
- To address the appraisal targets set.
- To promote actively in the Academy's corporate policies.

Support for the Academy

- To actively work with other senior management in Academy promotion strategies, in particular to include prospective pupils, parents and staff at local primary schools.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

The duties outlined above are the main ones considered essential to the role, but are not exhaustive.