 **Generic Duties and Responsibilities Pastoral Managers**

The following are the generic expectations of Pastoral Managers at Huntcliff School. It is not an exhaustive list but should provide clarity on duties, responsibilities and expectations of Pastoral Managers at Huntcliff.

In addition, it is expected you uphold and promote the ethos that we are all learners, always learning and embody our learner values and foster this in all you do and demonstrate a strong ethos of putting the young person’s interests at the heart of every decision you make.

**1. Behaviour**

1.1 To have an understanding of learner behaviour and a variety of behavioural management strategies.

1.2 To manage behaviour incidents as they occur, including investigating incidents and managing students involved.

1.3 Be aware of the needs of learners and use specialist knowledge to provide bespoke and timely intervention and support programmes for individual learners who are struggling to meet expectations with regards to behaviour or progress.

1.4 To log, record and maintain records of incidents and actions following incidents.

1.5 Monitor the support of learners returning to school following exclusion or prolonged absence.

1.5 Liaise with staff and relevant stakeholders to ensure the well being of learners and their full participation in school life.

1.7 Manage the Internal Learner Intervention Plans and ensure that all records and minutes are compliant and that actions are reviewed.

**2. Learners**

2.1 Establish constructive relationships with learners, parents and colleagues to facilitate effective relationships to support learners with behaviour and progress.

2.2 Have an enhanced knowledge and understanding of learners, including awareness of SEMH needs, additional needs and/or previous history which can impact on the learners’ ability to participate fully in school life.

2.3 To remove barriers to learning by providing emotional support, when required.

2.4 Supporting the management of uniform and equipment of learners in the year groups.

2.5 Supporting the management of attendance and punctuality of the year groups.

2.6 Overseeing learners on report, and making contact with parents or carers when necessary.

2.7 To provide administrative support in relation to learners in alternative provision as required.

**3. Safeguarding**

3.1 To have an enhanced knowledge of safeguarding procedures and protocols.

3.2 To liaise with the designated safeguarding lead around incidents or information received.

3.3 To complete relevant SAFER referrals under the guidance of the designated safeguarding lead.

**4. Communication and record keeping**

4.1 Establish and maintain effective working relationships with relevant stakeholders for individuals in the year groups.

4.2 To be the point of contact and a link for stakeholders and the Key Stage Leaders concerning pastoral issues.

4.3 Communicate both positive and negative concerns around behaviour, welfare and attendance to parents and carers, working with them to ensure improvement where there are concerns, including the use of standard letters and ensuring school policies are followed.

4.4 Communicate behaviour concerns to relevant stakeholders.

4.5 Respond to parental enquiries in line with the school policy, logging date, time and reason.

4.6 Provide feedback to relevant stakeholders when requested about a learner’s progress, behaviour and attendance.

4.7 Liaise with and organise support as required with external agencies and partners, attending meetings where required.

4.8 Attend internal meetings relating to the behaviour, wellbeing, attendance of learners and ensure professional minutes are taken and agreed actions completed.

4.9 Ensure all learner records are kept up to date either electronic or hard copy and that all relevant information is disseminated to staff in line with current data protection legislation.

4.10 Support with the production of reports for individual students when required (e.g for behaviour panel, case studies, link meetings etc).

4.11 Contribute to the recording of all incidents of Bullying, Racism, Homophobia, E-safety and that all incidents are recorded and followed up in line with school policy.

4.12 Contribute to chronologies for learners, when required.

4.13 Completion of referral paperwork at the direction of the Key Stage Leaders or designated safeguarding lead.

**5. Organisation and Management**

5.1 Organise and manage the Learner Administration Assistant.

5.2 To organise with relevant stakeholders meeting times and dates and inform relevant attendees.

5.3 To collate work for learners when required (e.g respite requests/FTE).

5.4 Supporting transfers for learners to and from Huntcliff, ensuring contact is made in a timely manner with relevant stakeholders. Ensuring that relevant paperwork is completed and sent or received.

5.5 To collate internal information as and when required about learner progress, behaviour, attendance etc for use in external meetings.

5.6 Production of rewards certificates, in line with school policy.

5.7 Participate in Pastoral Team Meetings with the Assistant Headteacher.

**6a. Phase Specific – Pastoral Manager 7/8**

6.1 The management of transition for learners from Year 6 to Year 7 and to ensure the successful transition for all learners from Primary to Secondary setting.

6.2 To facilitate, plan and co-ordinate transition information opportunities, events and activities.

6.3 To assist with the planning and co-ordination of the Year 7 Residential visit during Activity Days.

6.4 Oversee and manage the collection and recording of information from feeder schools.

6.5 Act as the link person for feeder schools and other support services.

6.6 Assist identified learners, parents, carers and staff members with extra support before transition week under the direction of the Key Stage 3 Lead.

**OR**

**6b. Phase Specific – Pastoral Manager 9/10**

6.1 The management of transition for learners from Key Stage 3 to Key Stage 4.

6.2 To facilitate, plan and co-ordinate transition information opportunities, events and activities.

6.3 To assist with the planning and co-ordination of the options process.

6.4 Oversee and manage the collection and recording of relevant information for the options process.

6.5 Assist with the mentoring of learners as assigned by the Key Stage Leader.

6.6 Assist identified learners, parents, carers and staff members with extra support before, during and after the options process under the direction of the Key Stage Leaders.

**OR**

**6c. Phase Specific – Pastoral Manager 11/12**

6.1 The management of transition for learners from Year 11 to Year 12 and to ensure the successful transition for all learners Post 16.

6.2 To guide learners to make appropriate choices for their future education and careers using enhanced knowledge of Post 16 provision.

6.3 To facilitate, plan and co-ordinate Post 16 information opportunities, events and careers related activities.

6.4 Responsible for the co-ordination of in school presentations by college staff.

6.5 Plan, co-ordinate and manage college interviews for learners.

6.6 Complete planning packs and co-ordinate visits to Post 16 events.

6.7 Assist students in the writing and completion of application forms.

6.8 Oversee and manage the writing of references for learners.

6.9 Act as the link person for Post 16 provision, careers services and other support services.

6.10 Liaise with Subject Leaders to encourage and support attendance at revision and booster sessions.

6.11 Support the Examinations Officer in matters of attendance and punctuality for Year 11 GCSE exams.

6.12 Assist Year 11 learners post GCSE results to offer support and guidance.

6.13 To monitor Year 12 learners in Post 16 provision and follow up possible NEETs.

6.14 To encourage alumni to retain links with Huntcliff.

**7 Collaboration within the team**

7.1 To work as part of a team and support learners of all phases with behavioural intervention as and when directed by the Key Stage Leaders.