

JOB DESCRIPTION

POST: BMS Pastoral Manager

GRADE: Scale 5

HOURS: 37 hours per week flexibly – shift patterns may require covering alternate timetable until 6 PM

Saturday working when required.

WEEKS: 52 weeks

REPORTS TO: Assistant Principal – behaviour lead

Post Summary

To work with individuals and small groups of identified students to raise attainment and improve behaviour.

Duties and responsibilities:-

- To work collaboratively with key stakeholders to agree targets and action plans to improve student engagement in learning, attendance and attainment.
- To monitor specific cohorts' behaviour data, formulate and conduct effective interventions.
- To support students with SEMH concerns and work proactively to address these.
- To take a lead role on before/during/after school duties and to delegate responsibilities for these to a wide range of staff.
- To swiftly and decisively put sanctions in place for low level disruption.
- To effectively delegate to other key members of the BMS team as and when appropriate.
- To support and encourage students to be able to participate fully in Academy life.
- To conduct 1;1 bespoke interventions for challenging students aiming to address the root causes of behaviour.
- To work with teaching staff to develop appropriate resources for use in individual/group sessions to support the learning of targeted students.

- To liaise closely with senior leaders and subject teachers regarding ongoing interventions with targeted students/cohorts.
- To provide support for students on alternative timetables.
- To provide support for Police Surgeries.
- To effectively monitor and consistently reflect on the efficacy of interventions.
- To take an active role in the management and delivery of programmes within the BMS.
- To attend parents' evenings/whole academy events.
- To lead and participate in meetings with families and staff to review progress, where appropriate.
- To support the effective management of the Seclusion area when required.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.