



Newman Catholic College

Everyone Counts
Everyone Contributes
Everyone Succeeds

JOB DESCRIPTION

KS3 Pastoral Support Manager
Salary – £20,758 per annum, pro rata plus TLR £3077 pro rata
Term time only

INTRODUCTION

Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the mission statement, “*Everyone Counts, Everyone Contributes, Everyone Succeeds*” best encapsulates the ethos and values of the community we have established.

Purpose of the post:

- To ensure a culture of respect and positive behaviour among students
- To pastorally support student welfare and development
- To support the work of the Heads of Year
- To monitor, manage and improve the attendance and punctuality of students

RESPONSIBILITIES

Pastoral

1. To oversee the effective functioning of the pastoral system and pastoral teams in KS3.
2. To bear a major responsibility for the maintenance of culture and discipline throughout the school at all levels. To promote positive discipline and reinforce the Behaviour for progress policy.
3. To be able to deal effectively with the most challenging behaviour in the school.
4. To work with staff to oversee student welfare, attendance, punctuality, discipline and uniform in KS3 plus implement those policies.
5. To liaise with external agencies as necessary.
6. To establish appropriate record keeping procedures for tutor teams and to monitor that these are being implemented (i.e. parental contact logs using SIMS)

7. To ensure effective development and usage of Pastoral Support Plans (PSPs) and evaluation of their impact. To involve all agencies when drawing up PSPs to help support students at risk of exclusion.
8. To promote good attendance and punctuality for all students in KS3.
9. To assist the year groups and teams regularly in well-presented and thoughtful assemblies supporting the ethos of the school.
10. To ensure effective organisation of reporting to parents including tracking, reporting and parents' evenings.
11. To track groups of students and promote opportunities enabling them to excel e.g. More Able students, students of black Caribbean heritage, Students with Special Educational Needs or Disabilities.
12. To work with the Head of Year 7 to promote Newman Catholic College to prospective parents and students as part of the transition process
13. Contacting home and liaising with families.
14. To prepare and administer detention rotas.

Curriculum

1. To ensure an appropriate curriculum is provided through PSHE, which includes all aspects of citizenship that reflect our Rights Respecting School status.
2. To liaise with appropriate senior managers for the provision of an alternative curriculum if appropriate.
3. To monitor the academic and behaviour standards of the key stage. To report regularly to SLT Line Manager (responsible for Behaviour and Attitudes) on these aspects.

Culture

1. To encourage and nurture a respect for the school environment and community
2. To regularly update the notice board relating to key stage, promoting every aspect of students contributions including Attendance reward points.
3. To support the rewards policy and track and share the SIMS points, rewards and rewards assemblies.