

Wellington School



Job Description – Pastoral Manager

Actual Salary £18,237 - £19,999
36.25 hours per week, 8.00am – 4.00pm
Full time, term time only, plus 5 days

Responsible to - Deputy Headteacher

We require a highly motivated person to support a Year Team in ensuring high standards of punctuality, attendance and behaviour. The successful applicant will be expected to play a key role in helping the School to achieve its aims. They will be the first point of contact for parents relating to pastoral issues for a Year Group. The person appointed will be working to ensure effective communication as well as high standards of punctuality, attendance, appearance and behaviour.

Responsibilities will include the following:

- Monitoring attendance and punctuality and producing figures for absence and lateness
- Monitoring requests for holidays in term time and liaising with the Assistant Head Pupil Development on this issue
- Checking first day absence and contacting parents as necessary on the first day of absence
- Liaising with the Education Welfare office and arranging meetings
- Arranging spot checks on attendance and punctuality
- Telephoning parents and external agencies
- Mentoring individuals on a one-to-one basis
- Meeting with parents and engaging their support for strategies adopted
- Liaising with Directors of Year, teachers and non teaching staff
- Monitoring and taking action on day to day student issues as they arise
- Attendance at relevant after school meetings
- Attending Case Conferences, Family Support Meetings and Strategy Meetings
- Exam invigilation
- Any other duties requested by the Assistant Headteacher

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Probationary Period

Your appointment is subject to a six-month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The School requires one month's written notice to resign from the post.