

Wellington School



Job Description – Year 7 Pastoral Manager

Responsible to – Assistant Headteacher (KS3)

Overall Responsibilities

- Safeguarding the welfare of pupils, complying with Child Protection and Safeguarding Policies and reporting any concerns relating to the safety and welfare of pupils to the DSL
- Monitoring attendance and punctuality and producing figures for absence and lateness
- Monitoring requests for holidays in term time and liaising with the Attendance Manager
- Checking first day absence and contacting parents as necessary on the first day of absence
- Arranging spot checks on attendance and punctuality
- Working closely with 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 Key Stage, teachers and non-teaching staff to support student engagement
- Monitoring and taking action on day-to-day pupil issues as they arise
- Attendance at relevant after school meetings
- Attending Case Conferences, Family Support Meetings and Strategy Meetings
- Work closely with the Assistant Headteacher on the Year 6 to 7 transition process
- Support AHT with effective and appropriate liaison with feeder primary schools to facilitate smooth KS2- KS3 transition
- Support AHT with effective and appropriate liaison with parents of new intake to facilitate the above
- Visits, as deemed appropriate, to feeder primaries to gather 'information' on new intake (alongside the SENDCo for those with SEND)
- Early identification of barriers to attendance (particularly for our more vulnerable students) and implementing strategies to improve these (alongside the Attendance Manager)
- Dissemination of new pupil details to all relevant parties, in order to best cater for individuals' needs from the outset
- Assist with organisation of New Parents' Evening and New Pupil days (vulnerable and main)

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but are 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 and Headteacher.