



# ST ANNE'S CATHOLIC HIGH SCHOOL FOR GIRLS

**Headteacher** Mrs E Loveland

## JOB DESCRIPTION

<b>POST:</b>	KS5 Pastoral Manager
<b>REPORTING TO:</b>	AHT KS5
<b>SALARY AND CONDITIONS:</b>	Scale 5-6 actual salary range £23285-27,835 39 weeks term time plus 3 weeks( inc GCSE/GCE results days and KS5 admission days in August) 36 hrs pw 8.15am-4.15pm (4pm Friday) + day till 5pm (45min contractual o/t)
<b>LINE MANAGES:</b>	None
<b>IMPORTANT FUNCTIONAL RELATIONSHIPS:</b>	Headteacher and the Strategic Leadership Team (SLT); Director of Finance and Resources Budget Managers; Finance Officer, and other colleagues.

### **Safeguarding (Child Protection)**

St. Anne's is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

### **Context of the role:**

St. Anne's Sixth Form is a nurturing, diverse and close-knit community of fewer than 200 students, within a wider school community of around 1,000 students and over 100 staff. Our Sixth Form team are committed to providing outstanding pastoral support and an atmosphere of academic excellence for the young women in our care.

You would be part of a team that strives to provide a challenging, rich and diverse curriculum that prepares our young women to go out into the world confident and able to hold their own in any career they choose. Whether they walk into a boardroom, a courtroom, an operating theatre or a construction site, we want their time at St. Anne's to have given our alumnae, skills, experiences and values that allow them to succeed and feel that they belong and deserve to be where they are. Working in our Sixth Form is a chance to be part of an especially critical part of our student's education, helping them to bridge the gap between school and the wider world.

Our students are ambitious, kind, dedicated and considerate. They make this Sixth Form a very special place to work. Here, you will have the chance to be part of a community that support each other to achieve their very best. The students at St. Anne's help one another, respect one another's right to learn and celebrate one another's achievements. They are appreciative of the time and effort that staff put into their education and working with the young women here is a uniquely rewarding experience.

### **Core Purpose**

- Carry out all duties and responsibilities in accordance with the School's Mission Statement, contents of the Staff Handbook, policies, current practice and duty of care for the students' well-being and safety. Ensure confidentiality in all aspects of the role.
- To be responsible for the pastoral welfare of Sixth Form students, providing for their spiritual, moral, physical and emotional wellbeing.
- To maintain and reinforce high expectations of students in terms of their effort, academic attainment, attendance, punctuality and conduct.
- To be a consistent "presence" in the Sixth Form building, based at the main Sixth Form office and acting as a key point of contact for students, staff, outside agencies, parents and carers.
- To work alongside the rest of the Sixth Form Team and the wider staff to ensure that students have access to a broad range of curricular and extra-curricular opportunities and experiences and that they are prepared effectively for their next steps.
- Provide 1<sup>st</sup> Aid cover within the 6<sup>th</sup> Form and elsewhere on site as required.

### **Key Duties**

- Working within the school's safeguarding team to ensure that Sixth Form students are safeguarded and that any welfare concerns are addressed appropriately.
- Monitoring, evaluating and improving attendance and punctuality and following up on all unexplained absences.
- Line-managing the Sixth Form Administrative Assistant (an Alumnae post) to ensure the smooth day-to-day running of the Sixth Form and effective communication with parents, carers and other stakeholders.
- Co-ordinating and liaising with outside support, as appropriate, in order to support the emotional, academic and social needs of students.
- Supporting with the recruitment process to Sixth Form. Co-ordinating Sixth Form interviews, sending offers and managing communication with applicants.
- Supporting staff on supervised study duty in ensuring that there is a calm and productive working environment in the study areas.
- Supporting the enrolment process and creation of student timetables.
- Sharing key information with students through Teams and the noticeboards, including advertising.
- Alerting teaching staff to challenges students might be experiencing and how these can best be resolved.
- Supporting the development and organisation of Student Voice across the Sixth Form.
- Assisting in the organisation of key events including Open Evening, enrolment and induction.
- Liaising with the Pastoral Manager at St Ignatius College to ensure the smooth-running of the collegiate offer.
- Working with the Assistant Headteacher and UCAS Coordinator to ensure that students have the information and support they need to complete their UCAS applications and assisting with the process of sending final applications to UCAS.
- Directing the team of Sixth Form Tutors and coordinating Sixth Form assemblies.
- Managing the Key Stage 5 budget and ensuring that it is utilised effectively.
- Working with the school's finance team to ensure that students receive bursary entitlements and that new students are registered into the catering system.
- As part of the rota of the senior leadership and pastoral teams, carrying out on-call duties and morning and/or afternoon gate duties.
- Coordinating and supervising a weekly "supported study" session between 3.30 and 5pm for students in need of structured after-school study time.

- Co-ordinating Sixth Form charitable activities.

**EXPECTATIONS OF ALL STAFF (Teaching & Support)**

- Support the Headteacher and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- Remember your duty of care for all the students in classrooms and around the building.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The postholder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality.
- Report child protection concerns immediately to the named CP person(s).
- Attend and participate in relevant meetings, training, performance development and other activities as required.

**NOTE**

This job description should not be viewed as comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary scale and job title.

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

**Signature:** .....  
Post holder

**Date:** .....

**Signature:** .....  
Headteacher

**Date:** .....