

Lancashire County Council

Role Profile - Operational Context Form

Post title: Pastoral Progress Manager					
Directorate: CYP			Location:	Schools	
Establishment or team:		Whitworth Community High School		Post number:	
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No

Scope of Work – appropriate for this post:

Working directly with students to provide mentoring, support and challenge in order to overcome barriers to learning, including in relation to behaviour or attendance, so that students make good progress, meet the school's expectations, become resilient learners and have high aspirations.

In addition to the following duties, the postholder may be required to undertake any of the duties associate with an equivalent or lower graded post.

Accountabilities/Responsibilities – appropriate for this post:

1. Liaise with teaching staff to assess and provide particular support to targeted students to raise achievement and enable them to overcome barriers to learning
2. Identify the needs and assess those students requiring extra support and support the development of individual action plans for targeted students
3. Work with targeted students or groups to implement an action plan
4. Work with parents/carers to help address poor performance/attendance/behaviour/progress including undertaking home visits to keep parents/carers informed and secure positive family support
5. Monitor the implementation of plans and report on progress achieved, support the re-integration of students excluded from school or following an alternative timetable
6. Provide extra support to students and staff through knowledge of a range of activities and opportunities available to students
7. Support the development of partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning
8. Maintain accurate student records including CPOMS and prepare written reports eg. permanent exclusion reports and evaluations.
9. Analyse student performance information to identify and target individuals and groups in order to intervene/provide support and challenge and to monitor improvements.
10. Actively promote the safety, physical health and mental wellbeing of students.

Individuals in this role may also:

1. Supervise other staff of a lower grade
2. Develop a range of study support activities, such as homework clubs
3. Support the transition of students between phases
4. Supervise students excluded from class or those following alternative timetables and oversee support for students to reintegrate them into school following periods of exclusion/absence
5. Contribute to the development of activities to encourage family involvement in the school.
6. Undertake cover supervision for whole classes or small groups
7. Work proactively to peer promote positive peer relationships and staff/student relationships

8. Develop links with pupils who are transferring into the school to promote the school ethos and expectations

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

Working at national occupational standards (NOS) for learning, development and support services and knowledge / skills equivalent to current national qualifications in learning, development and support services for children, young people and those who care for them at level 3.

Prepared by:	Headteacher	Date:	Summer 2025
Signed By		Date	

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.