

| **Job Description** |
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| **Job Title** | Pastoral Manager (non-teaching) |
| **Salary** | Grade 7 |
| **Contract** | Full time, permanent, term time only |
| **Responsible to** | RSLs; SLT |
| **Date of job description** | November 2023 |
| **Start date** | ASAP |

| **Primary purpose of the role & key responsibilities** |
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| * ​​Manage the day to day provision of a robust and supportive pastoral system supporting student welfare and behaviour. The Pastoral Manager will deal with problems arising from the day-to-day behaviour and welfare issues of students.
* Take a lead role within the school to address the needs of students who need particular help to overcome barriers to learning (particularly SEMH) in order to achieve their full potential; to develop strategies which assist in the identification of early signs of disengagement and contribute to specific re-engagement interventions.
* To assist in ensuring high levels of student attendance, punctuality and behaviour.
* To assist the RSLs (Raising Standards Leaders) and teams of tutors with the care, welfare and academic progress of students.
* To liaise with parents, learning support, school counsellors and other staff and agencies as appropriate to provide students with necessary support and guidance.
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| **Main responsibilities/duties** |
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| **Support for students and staff*** Organise and prioritise daily pastoral issues as they arise and initiate appropriate actions.
* Investigate incidents fully, gather relevant information, advise and negotiate as necessary and resolve as appropriate eg bullying and SEMH support.
* Provide effective support to enhance the quality of pastoral care by developing 1:1 mentoring relationships with students along with the development/delivery of group work where appropriate.
* Promote positive behaviour by reinforcing the school’s Culture for Learning policy, particularly with regard to behaviour, uniform and rewards policies.
* Inform, liaise and consult with SLT, RSLs, SENCO, Deputy SENCOs, Curriculum Leaders, teachers, tutors and parents regarding student concerns; support the work of teachers to raise the achievement of individuals and groups; work with other staff in planning, evaluating and adjusting learning activities, as appropriate.
* Provide cover supervision for Reset (internal isolation) when needed (on a rota basis)
* Create and maintain up-to-date records of pastoral interventions for individual students, including summary information for exclusion and other disciplinary meetings.
* Organisation and management of students on reports; actively and proactively supporting the work of teachers in managing behaviour.
* Undertake comprehensive assessments of students to determine those in need of particular help; e.g. writing and implementation of pastoral support documents alongside the SENCO, RSLs or other key pastoral staff; coordinating EHAs or other paperwork referrals for external agencies.
* Establish constructive relationships and work productively with outside agencies/professionals (eg ACORNS, YJS, Young Carers, MAEPS etc), in liaison with RSLs and other key pastoral staff.
* Manage the supervision of students excluded from, or not working to, a normal timetable e.g. arranging and developing 1:1 mentoring arrangements and ensure appropriate work is provided in liaison with Curriculum Leaders, SENCO and Learning Support and RSLs.
* Liaise with key staff to identify an agreed caseload of students to work with.
* Establish productive working relationships with students; challenge and motivate students; promote and reinforce resilience and positive mental health and wellbeing.
* To help students achieve high attendance rates and give them the best chance of success, identifying students at risk of disaffection; work alongside attendance staff to promote effective parental engagement.
* Facilitate restorative justice meetings and/or reintegration meetings following periods of exclusion/suspension.
* Administrative support eg dealing with correspondence, compilation/analysis/reporting on attendance, exclusions, making phone calls etc.
* Manage record keeping systems and processes eg CPOMS and Class Charts.
* Support RSLs when teaching or absent.
* Attend staff CPD and pastoral meetings to remain fully aware of systems relevant to the school and make positive contributions to their development.
* Be aware of and support difference; ensure all students have equal opportunities to learn and develop.

**Safeguarding*** Demonstrate a commitment to keeping young people safe.
* Report any disclosures made using CPOMS.
* Make initial safeguarding assessments and decisions, if DSL trained; be prepared to undertake DSL training if not.

**General*** Be part of the on-call rota and supervise lesson changeovers; follow up daily on call records to identify hot spots and patterns.
* Work closely with the admin leads for KS3 and KS4 to ensure effective communication with all stakeholders.
* Contribute to the lunch and break duty rota, detention rota and any additional extra curricular activity timetable.
* Maintain positive relationships and work together as a team with colleagues.
* Promote a culture of inclusion and acceptance of all students.
* Contribute to the overall ethos and aims of the school and uphold the school values.
* Comply with and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person.
* Comply with, promote and act in accordance with all school policies.
* Undertake CPD relevant to the post and whole staff training, as required.
* Attend and participate in regular meetings.
* Undertake any additional duties required by the Headteacher.
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| **Person Specification** |
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| **Selection criteria** | **Essential** | **Desirable** | **How assessed** |
| **EDUCATION & TRAINING** | * GCSE grade C or above or equivalent in Maths and English
* ICT skills
 | * Training in behaviour management and/or other relevant training related to family support and young people eg Thrive, PACE etc
 | * Application Form
* Interview
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| **EXPERIENCE** | * Experience working with young people
* Experience engaging with families and/or supporting parents/carers
 | * Experience working in a secondary school environment (not a prerequisite; we are interested in staff from PRUs, middle and primary settings as well)
 | * Application Form
* Interview
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| **SKILLS** | * Ability to motivate and enthuse young people
* Ability to readily establish professional relationships and work as part of a team
* Good organisational and interpersonal skills
* Good written, verbal and ICT skills
* Flexibility and adaptability in order to be able to work and communicate with adults, parents and other external agencies
 | * Knowledge and understanding of a secondary school enviroment
* Awareness of SEND
* Basic counselling skills
 | * Application Form
* Interview
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| **PERSONAL ATTRIBUTES** | * Enthusiastic, ambitious and adaptable
* Positive, can-do attitude
* Ability to be a presence around the school
* Ability to form and maintain appropriate relationships and behaviour with children
* Emotional resilience in working with children with challenging behaviour
* Excellent attendance and punctuality
* Good command of English language
* Aligned with our school ethos and values
 | * A commitment to extra-curricular activities
* Ability to work without close supervision
* Evidence of being able to build and sustain effective working relationships with staff, governors, parents and the wider community
 | * Application Form
* References
* Interview
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| **SPECIAL REQUIREMENTS** | * Fully supported references
* Suitability to work with children (DBS)
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