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**Pastoral Support Manager**

**Job Description**

**Salary scale:** Fulwood 029 (£28,290) -033 (£30,412) (pro rata – Actual £24,756 - £26,613)

**Hours:**  Term Time Only + 5 Inset Days (8:15am – 4:15pm) (3:45pm Fri)

**Permanent / Temporary:** Permanent

**Responsible to:** Vice Principal – Behaviours For Learning

**Job purpose:** A Pastoral Support Manager takes a lead in managing pupil’s behaviour and provides any necessary support to ensure pupils are supported and parents/carers are informed

**Managing:** None

**Key Responsibilities**

Main Duties

The Pastoral Support Manager will play a vital role in supporting pupils and teachers throughout the academy day.

The Pastoral Support Manager’s role within the academy is to maximise the learning opportunities for pupils through appropriate reintegration and support in a variety of ways.

A Pastoral Support Manager takes a lead in managing pupil’s behaviour and provides any necessary support to ensure pupils are supported and parents/carers are informed

Duties:

* To promote high expectations for all pupils within the academy.
* To contribute to the academies’ positive learning environment.
* To work in partnership with the Senior Leadership Team, Directors of Learning and the administrative support team.
* To be an active member at meetings with key personnel within the academy when required.
* To support classroom teachers on a day to day, lesson to lesson basis, attempting when possible to reintegrate pupils into the lesson.
* To work flexibly during the academy day being available for pupils during the lunch period and breaks (taking personal breaks at other times).
* To contribute to the ‘Behaviour for Learning‘ aspect of the Academy Improvement Plan.
* To monitor pupils adherence to the academy’s uniform policy ensuring that the very highest standards of appearance are maintained.
* To support the establishment of systems that provide immediate information on punctuality, attendance at the academy and attendance at lessons.
* To work in partnership with parents and carers to discuss pupil progress, welfare and behaviour.
* To coordinate behavioural issues across the academy in relation to referrals and record keeping.
* To support the academy detention system.
* To support the academies safeguarding procedures and systems
* To organise activities for pupils that will impact upon self-esteem, respect and independence.
* To promote the academies’ rewards systems ensuring that pupils achievements are regularly and positively highlighted.
* To take action to ensure that inappropriate behaviour is not allowed to impede achievement.
* To monitor the behaviour of identified pupils.
* To assist on any issues relating to attendance and punctuality.
* To collect pupils at the end of each academy day for attendance at detentions.
* To assist in the reintegration of pupils following a period of absence or exclusion.
* To contribute to the support, guidance and counselling of pupils and to the development of intervention programmes aimed at enhancing the behaviour and motivation of individual and groups of pupils.
* To attend relevant professional development courses.
* To undertake any reasonable duty as requested by the Principal.
* To establish and maintain a high profile across the academy using a range of proactive strategies to support positive behaviour
* To provide a safe and friendly environment where pupils are able to come and discuss concerns and where emotional and educational needs can be met. This is carried out using 1:1 sessions with individual pupils as and when needed.
* Liaise with teaching and support staff to provide particular support for targeted pupils to raise achievement and attendance and help them to overcome barriers to learning. e.g. Manage detention systems for non-faculty issues, supervision of room where detentions are held, uniform checks and loaning to pupils etc
* To work closely with Directors of Learning, and SLT to support them in providing the highest standards of pastoral care. Identify the needs and assess those pupils requiring extra support and develop individual action plans for targeted pupils and work with vulnerable groups.
* Work with parents / carers regularly, to help address attendance and/or behaviour. Meet with parents / carers to keep them informed and to secure positive family engagement

**Support staff**

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

**Personal qualities for all staff**

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

* Aim High
* Work Hard
* Be Nice
* No Excuses

 To support the academy and to your own success, we expect the following from the whole team:

* a commitment to the protection and safeguarding of children and young people;
* the ability to work as part of a developing team
* the ability to demonstrate a caring attitude to pupils and colleagues
* appropriate qualifications/or experience to competently carry out your role
* a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

**Performance Management**

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

**Safeguarding Commitment**

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Fulwood Academy

**Person Specification**

Post: Pastoral Support Manager

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| **Description** | **Essential / Desirable** |
| To have good functional skills in English and Mathematics | D |
| To have good IT skills | D |
| Excellent communication and organisational skills | E |
| Ability to work with and motive young people | E |
| A sense of enjoyment in working with young people | E |
| Ability to investigate complex problems and find solutions | E |
| Ability to offer a firm but friendly approach and be self-confident in dealing with young people | E |
| Ability to engage with teachers, other professionals and parents or carers | E |
| Ability to interpret and use data | E |
| Ability to present information to a variety of audiences | E |
| Ability to lead, work as a member of a team and work under their own initiative | E |
| Ability to work under pressure and meet deadlines | E |
| Flexibility of working hours in support of the academy | E |
| Willingness to undertake training as required, including relevant IT applications  | E |
| Ability to relate and promote the ethos of the academy | E |