**Job Description**

**Job Title:** Pastoral Support Manager

**Pay/Grade:** SCP 29-31

Fixed Term 1 year – continuing subject to Pupil Premium Funding

**Responsible to:**  Deputy Headteacher- Personal Development, Behaviour and

Welfare

RLV MAT Trustees

**Hours:**  37 hours, TTO + 5 Inset days

8.30-4.30pm (lunch 12.20-12.50pm)

**Job Purpose**

* To be responsible for the pastoral care of those students who are in receipt of FSM (Ever 6) or have been. These students are in receipt of Pupil Premium funds.
* To create an ‘Outstanding; inclusion provision to support Rainhill High school’s transition to a 1500, 11-16 provision.
* To raise aspirations and outcomes for students who have barriers to learning, who are disengaged, isolated or excluded from the school.
* To ensure that students are safe from harm, become confident and resilient individuals, have good self-esteem are able to successfully access education and can progress to the next stage of their education.

**Core Duties and Responsibilities**

* PP (Ever 6) students
  + Identification
  + Tracking
  + Identification of those within the cohort who are deemed vulnerable
  + Pastoral care of all, especially those who are vulnerable
  + Maximising the attendance, punctuality, & attitude to learning of this cohort.
  + Ensure that they develop good learning habits
  + Ensure that they attend intervention as appropriate
  + Access wider activities across school – participation.
* Building relationships and positive communication with parents and families

of these students – maximising parental participation in the educational process.

* To ensure safeguarding and child protection is a priority and at the forefront of planned support for vulnerable students.
* To be a designated child protection officer and complete any duties attached to this role, such as:

Completing safeguarding referrals

Liaising with outside agencies,

Completing EHAT referrals

Attending multi-agency meetings.

Manage and update confidential student data

* Develop and implement programmes of support to further student confidence, progress and attainment.
* To work with identified cohorts of students to plan and implement effective intervention in teaching and learning for students who are vulnerable and face barriers to learning.
* To be responsible for the development of mentoring for students needing particular support (emotional, low self-esteem, social issues, behaviour)
* To assist in the management of Year Groups as required (e.g. Form time, PHSE, Assemblies etc)
* To work with the Assistant Headteacher – Behaviour, SEN Manager, Year Progress Leaders and Key Stage Progress Leaders, Year Student Managers and Attendance Officer on matters that arise.
* Attend student progress meetings as and when required.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and grade.

**Generic Responsibilities of all Rainhill Staff**

1. To work consistently to uphold School’s mission statement.
2. To follow all school policies
3. To work in a co-operative and polite manner with all stakeholders.
4. To work with Students in a courteous, positive, caring and responsible manner at all times.
5. To follow the child protection procedures. To ensure that children’s safety and wellbeing is never compromised.
6. To be polite, cooperative and positive when communicating to other staff.
7. To take an active and positive role in the school’s commitment to the development of staff, and their annual review procedures.
8. To work with visitors to the School in such a way that it enhances the reputation of the school.
9. To seek to improve the quality of the School’s service.
10. To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, smart appearance at all times including when out of school, e.g. trips, CPD etc.

**Additional Duties**

To attend all additional meetings and evening events suitable for this post.

Any other duty deemed reasonable, as directed by the Headteacher.

**Review of Performance**

Appraisal reviews will be held at the start of the Academic year. They will comply with RLV Trust Policy.

**PERSON SPECIFICATION**

**PASTORAL SUPPORT MANAGER**

**SKILLS, ABILITIES & EXPERIENCE**

|  |  |  |
| --- | --- | --- |
|  | **Essential = E**  **Desirable = D** | **Where to demonstrate**  A = Application  I = Interview  T = Task |
| Good standard of Education to GCSE or equivalent level | E | A |
| Excellent written and verbal communication skills | E | A |
| Excellent organisational skills | E | A,I,T |
| Ability to use initiative | E | I,T |
| Ability to prioritise workload | E | I,T |
| Ability to work independently | E | I |
| Ability to work under pressure and meet deadline | E | A,I |
| Ability to collaborate with colleagues to achieve the best outcome for students | E | A,I |
| Ability to empathise with young people | E | A,I,T |
| Ability to set high standards for students and challenge them if they fail to meet expectations. | E | A,I |
| Ability to build positive relationships and have effective communication with parents/carers | E | I |
| Experience of supporting and mentoring or counselling young people | E | A,I |
| Ability to co-ordinate and run group sessions with students | E | A,I |
| Knowledge and understanding of factors affecting student learning | E | A,I,T |
| Experience of safeguarding and child protection | E | A,I |
| Experience of EHAT/CAF referrals | D | A,I |
| Experience of attending multi-agency meeting and completing necessary paperwork | D | A,I |
| Experience of working in a secondary school setting | D | A |