



# Blessed George Napier Catholic School

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## Job Description

**Post Title:** Pastoral Support Manager

**Salary:** Grade 8 [Points 18-23]

**Hours:** 37 hours per week, term time only  
08:30am – 16:30pm Monday to Thursday  
08:30 – 16:00 Friday  
[includes ½ hour unpaid break]

**Line Manager:** Assistant Headteacher for Pastoral System and DSL

**Purpose:**

- In conjunction with the Assistant Head for the Pastoral team, Designated Safeguarding Lead (DSL), Head of Key Stage (HoKS) and Head of Year (HoY), to develop, manage, implement and monitor a range of pastoral care services designed to support and meet the needs of pupils, families and staff.
- To play a full part in the life to the school community, supporting its mission, Catholic character, ethos and aims and to encourage staff and students to follow this example.
- To promote the general progress and wellbeing of individual students and designated Year Groups as a whole.

**Core Duties:**

- In conjunction with HoKS and HOY, to manage and monitor individual support plans around maintaining the emotional wellbeing of pupils experiencing difficulties.
- To represent the organisation externally and internally at meetings as directed by the Head/DSL, including multi-disciplinary team meetings, child protection meetings and meetings with other professionals involved with student welfare.
- To support the development of the emotional literacy, mental and physical health and social wellbeing of pupils across the curriculum.
- To provide consultation and support regarding daily work practice with vulnerable children and / or families in order to ensure a safe and supportive working environment
- To maintain good records of work carried out with students using the school record system, including the effective use of the 'My Concern' safeguarding programme in school.
- To maintain confidentiality at all times.

### ***Pastoral Role***

- Maintain appropriate records about 1:1 mentoring and support work carried out with students which will be discussed at a regular meeting with HoKS and Assistant Headteacher.
- Liaise with other professionals working with students (for example SENCo, Family Support Worker, School Nurse) and provide information as required.
- Make contact with parents on behalf of the HoKS and HoYs when necessary.
- Attend pastoral team meetings / year team meetings / assemblies / registration time as appropriate.
- To be present at attendance meetings as required, in order to ensure that attendance contracts have clear and deliverable outcomes in relation to pastoral support.
- To support the attendance officer and HoY by supervising 'Late detentions' (usually on Wednesday afternoons) and to report non-attenders to HoY.
- Support with Administration and organisation of Open Evenings.
- To assist with enrolment of new entrants, liaising with previous schools when necessary.
- Ensure appropriate End of Year Procedures are carried out; including passing information on to the next HOY and Pastoral Support Manager.
- To contribute to PSHE and citizenship and enterprise according to school policy.
- To enable prayer both formal and informal, at times as may be required, with students in your care (for example during registration).
- To apply the Behaviour Management systems so that effective learning can take place.

### ***Student Welfare***

- Liaise with the DSL, LCSS team, and other professionals, to carry out Early Help Assessments when required. To lead subsequent TAF (team around the family) meetings with support from the DSL where necessary.
- Report all safeguarding issues appropriately and liaise with DSL to triage incidents and record actions taken according to school procedures.
- Provide individual and group support for students to help develop their self-confidence and self-esteem and promote positive attitudes to learning.
- Provide support for distressed students and support appropriately on a day-to-day basis.
- Communicate on a regular basis with parents, HOY/teaching staff regarding any welfare issues regarding students.
- Develop and manage a system of working proactively with vulnerable and disengaged students.
- Communicate with parents to build up the home/ school relationship.
- Set up and distribute round robins on pupils when tutors, teachers or parents have concerns and follow up afterwards.
- Liaise with HoY to create, monitor and review Inclusion Support Plans and other Pastoral Support Plans.

### ***Behaviour***

- Be a role model to students and to help them to understand our five Gospel values.
- Support behaviour management, School Code of Conduct and School Policies to enable teachers to focus on teaching and learning and provide initial behaviour support when HOY is not available.
- To liaise with HoY and investigate incidents that occur and report to HoY/SLT for action. This should all be recorded on the school system.
- Communicate on a regular basis with HoY's regarding any disciplinary issues and relay information to others

### ***Behaviour cont'd***

- Support students in restorative conversations where relationships have broken down. Mediating between students and staff / students and peers.
- Set detentions as appropriate and in accordance with the school Behaviour Policy.

### ***Specific KS3 and KS4 Duties***

*At all times, you will be directed by your line manager and you will have specific responsibilities relating to particular year groups. Some specific duties relating to KS3 and KS4 are listed below.*

#### Key Stage 3: Pre-entry & Transition Year 6 – 7

- Compile admission information from transitional visits (Pupil Profiles) and liaise with current/previous schools when necessary.
- Support HoKS 3 with the preparation for annual Pre-Entry evening.
- Deputise for HoKS 3 regarding student welfare issues and discipline during the summer term transitional visits and at other times, as and when required.
- Ensure that any specific pupil requirements are put in place for their smooth transition to BGN.

#### Year 9

- Assist the Deputy Headteacher and HoY 9 in preparation of the Year 9 Pathways Evening and Year 9 Springboard Day.

#### Key Stage 4

- Distribute work permits to students and maintain records.
- Assist HOY to support and guide Prefects in their duties.
- Support students and HoKS 4 during the external exam period.
- Support HOKS 4 with end of Year 11 arrangements including the Year 11 Leavers' Mass, Year Book, hoodies and Prom.
- Assist with transition arrangements for students where required, for example by liaising with support staff from college.
- Assist HoY and teacher in charge of IAG with the collection of destinations information.

### ***General Administration – Middle Leaders (Heads of Year)***

- Produce a range of letters, reports, presentations and other documents as required, within agreed timescales.
- To assist HoY and EVC with organisation of residential trips as required and within agreed timescales.
- Supervise pupils on visits, trips and out of school activities where appropriate.
- To provide cover in the front office as and when required.

### ***Other Duties:***

#### Team Working

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.

#### ***Other Duties cont'd:***

- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his / her competence or otherwise appropriate to the grading of the post as required.

#### Personal Development

- To work positively and constructively with the line manager to identify strengths and agree an action plan/objectives in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

#### Safeguarding

- **To be committed at all times to the safeguarding and protection of children and young people.**
- **To report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on staffroom notice board).**
- **During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values**

#### General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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.

#### Health & Safety

- To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate
- To undergo, if requested, basic First Aid training and update courses
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Principal and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare

I agree to uphold the terms of this Job Description

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated: 22.10.19