

**JOB DESCRIPTION**

<b>Role</b>	<b>Pastoral, Wellbeing and Safeguarding Manager</b>
<b>Line Manager</b>	<b>Assistant Principal – Student Services and Inclusion</b>
<b>Salary</b>	<b>S02- £37,601- £39,820</b>

**Working Pattern:** All year round, 36 hrs per week

**1. Overview**

To work under the direction of the Assistant Principal for Student Services and Inclusion in managing pastoral, wellbeing and safeguarding activities and to lead specific initiatives aimed at improving student attendance and progression. The role involves leading a range of pastoral and support activities and ensuring the effective use of resources to provide students with high-quality support services and the opportunity to achieve their full potential. The post holder will ensure the successful implementation of strategies and policies related to attendance, behaviours, safeguarding, personal development, including fitness to study and pastoral matters.

**2. Key Responsibilities**

- To be the operational lead and the main point of contact for a range of targeted support and interventions for Clarendon 6<sup>th</sup> Form based students. Primarily focused on attendance, wellbeing and safeguarding and fitness to study.
- Act as a Deputy Designated Safeguarding Lead (DDSL), working collaboratively with the other DDSL and the Designated Safeguarding Lead (DSL) to support all safeguarding activities and ensure the effective implementation of the safeguarding policy. Including providing safeguarding cover during half-term periods and over the summer, as required.
- To work under the guidance of the Assistant Principal for Student Services and Inclusion to lead on specific initiatives to improve student attendance and progression opportunities.
- To successfully implement college strategies and policies related to attendance, behaviours, safeguarding, personal development, including fitness to study.
- To work with the Head of Departments and other Student Services managers to ensure the effective implementation of operational plans and activities. This includes proactively organising and managing meetings with students and parents.
- Line Manage a small team to proactively encourage attendance, support student progression and ensure there are appropriate interventions in place for low attenders and at-risk students.

**2. Specific Duties**

- Manage safeguarding cases for Clarendon 6th Form in line with college policies.
- Oversee behaviour management interventions in accordance with the Acceptable Behaviour Policy.
- Organise Fitness to Study meetings, ensure follow-up actions, communication and maintain documentation.

- Collaborate with Student Engagement Manager and Careers and Progression Manager on tutorials, UCAS and progression delivery.
- Implement and coordinate proactive student support interventions working with key staff.
- Contribute to strategies that improve attendance, behaviour, engagement, progression, personal development and inclusion,
- Liaise with parents regarding student progress, concerns and continuation decisions.
- Develop and deliver enhancement projects that improve wellbeing, inclusivity and remove barriers to learning.
- Lead and support student voice activities to increase engagement across Clarendon 6th Form.
- Coordinate Equality, Diversity and Inclusion activities with staff across Clarendon 6th Form.
- Deliver one-to-one and group sessions that promote personal development and progression. This includes delivery of the tutorial sessions.
- Maintain student support resources, records and data in line with confidentiality and safeguarding procedures.
- Work with curriculum and departmental leaders to resolve student issues, support progression, and ensure access to learning.
- Provide training, reports and contributions to quality assurance, progression programmes, events and continuous improvement initiatives.
- Provide dynamic, responsive support that enhances the student experience, while contributing to continuous improvement through training, reporting, quality assurance, progression activities and key college events.
- Play a key role in college events such as enrolment, ensure effective deployment of resources and quality of service offered to students.
- Promote the college's values by ensuring a pro-active approach in removing barriers to learning.

#### **4. Budget Responsibility**

The post holder is a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

#### **5. Continuing Professional Development**

The post holder will proactively take part in the College's Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

#### **6. Health and Safety**

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated college manager to enable the college to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment.

#### **7. Equality and Diversity**

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

**8. Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
- It's my responsibility
- Work together
- Act with integrity
- Value and respect each other

**9. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**10. College Policies and Procedures**

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**NOTE:** The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal)**.....

**Date:**.....

**Signed: (Post holder)** .....

**Date:**.....

<b>Job Specification</b>			
<b>Qualifications, Experience &amp; Knowledge</b>		<b>Essential</b>	<b>Desirable</b>
1.	Educated to degree level or have equivalent experience	✓	
2.	Qualification in Training, Guidance, Social Work, Counseling		✓
3.	Hold or be willing to work towards: Level 2 qualification in literacy and numeracy	✓	
4.	Training related to Safeguarding, Mental Health	✓	
5.	Relevant supervisory qualification/training		✓
6.	Up to date knowledge and experience of student support services in education	✓	
7.	Understanding of the Inspection framework with regards to personal development and safeguarding	✓	
8.	A broad range of curriculum knowledge related A levels	✓	
9.	Experience of implementing student support and safeguarding interventions.	✓	
10.	Experience of dealing with student behaviour and investigating incidents.	✓	
11.	Understanding of the issues facing young people with barriers to their learning An ability to motivate students with differing needs and abilities.	✓	
12.	Understanding of systems in relation to recording student information and tracking progress.	✓	
13.	Knowledge of progression routes for young people.	✓	
14.	Experience of measuring the effectiveness and quality of interventions and activities.		✓
15.	Experience of processes with regards to school admissions and transition	✓	
16.	Experience of leading a team, supervising staff and coordinating team activities		✓
17.	Experience of working with parents/carers	✓	
18.	A positive "problem solving" approach in dealing with students and staff cross college.	✓	
19.	Ability to inspire other team members (flexible and enthusiastic team player)	✓	
20.	Ability to work under pressure and on own initiative	✓	
21.	Outstanding interpersonal skills in building good working relationships, use negotiating and diplomacy skills in dealing with other college staff, parents/carers, outside agencies	✓	
22.	Excellent organisational, administrative and prioritisation skills (good IT skills)	✓	
23.	Integrity and commitment to achieving goals and managing change and development of the service	✓	
24.	Flexibility to work on key dates to support students and progression activities such as exam results	✓	