



Job Description and Person Specification

Pastoral Manager



Pastoral Manager

Salary: Scale 5

Purpose of the post:

- To provide effective pastoral support for vulnerable pupils with social, emotional and/or behavioural needs.

Reporting to: Head of School

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

PRINCIPAL RESPONSIBILITIES:

- Work alongside the Head of School and school staff to identify pupils in need of pastoral support.
- Work directly with the pupils and their families to establish and implement a Pastoral Support Plan.
- Monitor and review Pastoral Support Plans and report on progress to the Head of School on a regular basis.
- Establish and maintain supportive relationships with staff and parents with the clear aim of providing the most appropriate support for identified pupils.
- Instigate, chair and/or attend relevant meetings to ensure that parents, school and external agencies are working effectively and in partnership in the best interests of the child.
- Maintain records to demonstrate positive impact of pastoral support provided

Safeguarding:

- Leading CAF meetings and managing confidential records
- Liaising with external agencies on Children in Need and Child Protection cases
- Attendance at key meetings (e.g. MARAC, CIN)
- Part of school Safeguarding Team
- Liaising with parents/carers (often in very sensitive cases)

Welfare

- Liaising with Admin staff to promote excellent attendance rates for vulnerable pupils
- Providing 1:1 support for identified pupils
- Liaising with parents/carers about support needed for pupil and/or parent (signposting external support as appropriate)
- Planning and delivering small group interventions
- Supporting pupils in class where necessary under the direction of the Class Teacher/SENDCo
- Supporting pupils new to the school to ensure a smooth transition
- Supporting vulnerable pupils in the transition to secondary school
- Supporting the SENDCo in providing an enhanced transition for vulnerable pupils between year groups

Curriculum

- Delivering Mental Health aspects of the PSHE curriculum in collaboration with Class Teachers
- Delivering Mental Health assemblies and class sessions

- Liaising with key colleagues - KiVa Lead, PSHE Lead, School Council Lead
- Lead on Emotionally Healthy Schools initiative
- Lead on Pupil Safeguarding Group to ensure pupil voice is heard and acted upon

SEND

- Supporting the SENDCo in provision for pupils with Social and Emotional Special Educational needs

Disadvantaged

- Supporting the HoS in provision for disadvantaged pupils including Looked After Children
- Co-ordinating Pupil Education Plans in collaboration with relevant Virtual Head and Local Authority

Links with colleagues

- Key part of Safeguarding Team
- Mental Health and Wellbeing Leader
- Liaising with Class Teachers, SENDCo and SENTAs to ensure vulnerable pupils are well provided for

The post holder may be required to undertake such work as may be determined by the Head of School from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification

Criteria	Essential	Desirable
Education and training	Minimum Maths & English GCSE (A*-C) or equivalent	
Experience Job Related Knowledge	- Commitment to and understanding of inclusion - Experience of working closely in a team - Knowledge of and /or experience of using strategies to support vulnerable pupils - Ability to support the implementation of strategies suggested by external agencies and ability to review effectiveness of strategies being used - Ability to work with parents/carers in the best interests of the child and that of other children in the class - Ability to work in partnership with Class Teachers, Year Group Teams, the SENDCo, Senior Management Team, Head of School, external agencies and Local Authority specialist staff - A commitment to undertake further training to develop expertise	- Experience of working with children across the primary age range - Team Teach Training - Level 3 Safeguarding Training
Skills and Aptitudes	- Ability to plan effective personalised support using research informed strategies and programmes - Use initiative when working, see things that could be improved - Effective interpersonal/communication skills. - Effective organisational skills	Analytical skills e.g. spotting patterns in attendance and addressing these effectively
Personal Qualities	- Enjoy working with children - Warm and approachable - Flexible in attitude and thinking - Committed to providing the best for children - Commitment to pupil well-being, safeguarding and child protection - Excellent communicator - Resilience - Understanding of need for confidentiality	A ‘whatever it takes’ attitude to secure the best possible outcomes for pupils

The Laurus Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

The Laurus Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

February 2019



