



JOB DESCRIPTION

POST: Pastoral Manager

SALARY GRADE RANGE: PO1, Spine Point 29-31

RESPONSIBLE TO: Deputy Headteacher, Inclusions and DSL

Purpose of the Job:

To lead on pastoral care throughout the school, with particular attention to social and emotional support; behaviour management; safeguarding; attendance and punctuality and effective liaison with families/carers and outside agencies. The post-holder will work as part of the Inclusion Team, reporting to the Deputy Head for Inclusion, liaising with the SENDCo and leading teachers and support staff in effective provision.

Pastoral Care: Pupils

- To lead in the pastoral care of pupils, including and especially those eligible for Pupil Premium, ensuring that the school provides effectively for their personal, social and emotional needs,
- Act as a point of contact for staff members regarding the pastoral care of pupils and provide the necessary support.
- To identify and assess the needs of pupils with social and emotional barriers to learning and support teachers in doing the same
- To lead teachers in the planning, implementation and review of Pastoral Support Plans
- To provide pastoral support for pupils individually and in groups, during learning and playtimes

- To lead on establishing a map of specific interventions, support programmes and arrangements for pupils with pastoral needs and to lead relevant staff in their implementation
- Monitor and assess the implementation of interventions and support programmes, conducting an efficient 'plan, do, review' cycle and making informed changes where necessary.
- Liaise with and make referrals to relevant outside agencies and support services to secure additional support for pupils
- To assist pupils and their families with school induction and transition, including the liaison with previous and forthcoming schools

Behaviour Management:

- To support teachers in applying the behaviour policy effectively
- To lead on and issue rewards and sanctions in line with the school's policy.
- To monitor behaviour and conduct regular reviews, reporting to the senior leadership team and governing body as part of the self-evaluation and school improvement cycle.
- To ensure that policies, displays and information regarding the school's behaviour approach are kept up to date and are accessible to the school community.

Pastoral Care: Families and Carers

- Develop positive, constructive relationships with parents and carers and act as a point of contact for families in need of pastoral support
- Provide support for families with personal difficulties and signpost to external support as appropriate.
- Meet with staff members, pupils, parents and external agencies in order to identify individual concerns and develop informed plans of action.
- Organise in-house workshops and information sharing sessions on practical childcare and parenting skills and sign post families to support available beyond the school
- Develop strategies for engaging parents and families in order to encourage community cohesion and effective participation in pupils' education
- Liaise with members of school staff regarding families/children as necessary and with parent carer consent. Keep records and all documentation pertaining to meetings/contact with children and young people and their families.

Safeguarding

- To be the Deputy Designated Safeguarding Lead.
- To attend safeguarding conferences, meetings and home visits as directed by the DSL.
- To represent the school and lead 'Team Around the Child/Family' meetings.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Attendance Management

- To lead on attendance throughout the school, implementing school policy and procedure

- To monitor attendance and punctuality, taking necessary measures to make improvements for individuals or groups; to liaise effectively with the Access and Engagement Team
- To support families in sustaining good attendance and punctuality and to address concerns
- Attend support and staff meetings to continue own professional training and development as targeted through performance management process.

General

- To carry out the responsibilities of the post according to the school's policies and procedures, with particular regard to Equal opportunities, Health and Safety and Safeguarding.
- To promote the school's Vision and Values, encouraging the inclusion of all pupils
- To undertake training and professional development as appropriate.
- To attend and contribute to staff meetings relevant to the role
- Build positive and productive relationships with staff, pupils and parents
- To contribute to the wider life of the school, including the attendance of community events
- To undertake other duties appropriate to the post that may be required from time to time.
- Any other duties and responsibilities within the range of the salary grade.

