



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

<b>POST</b>	Head of Pastoral Support
<b>DEPARTMENT</b>	Pastoral
<b>GRADE</b>	12
<b>RESPONSIBLE TO</b>	DSL / Deputy Headteacher

### JOB PURPOSE

To lead the Pastoral Support Team and through the school's Appraisal Policy be responsible for the line management, support and appropriate training of

- Senior Pastoral Support Worker (Attendance)
- Senior Pastoral Support Worker (Behaviour, SEN Admin & Head of Year PA)
- Pastoral Support Worker (Attendance)
- Pastoral Support Worker (Behaviour)
- Pastoral Support Worker (Sixth Form)
- Assistant Pastoral Support Worker (Student Reception)
- Focus Room Coordinator

To have responsibility and oversight for the school's

- Overseeing SEND, EAL and inclusion administration
- Implementation of the Attendance policy and procedures
- Managing behaviour and reward administrative systems
- Supporting Heads of Year
- Overseeing student services
- Co-ordinating the Inclusion Elevate pastoral intervention programmes
- Managing a team of pastoral support staff
- Supporting the DSL/DDSL

**All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with**

## **KEY TASKS**

### **Head of Year support**

To work closely with the Head of Years and Deputies and through line management including meetings, oversee the work of the Senior Pastoral Support Worker (Behaviour, SEN Admin & Head of Year PA) to ensure

- an appropriate administration support service is available to Heads of Year and their Deputies such as letter writing, phone-calls and liaison with parents as appropriate

### **SEND/Inclusion Administration**

To work closely with the Head of Inclusion and through line management oversee the work of the Senior Pastoral Support Worker (Behaviour & SEN Admin) to ensure

- accurate records are kept for all students with a EHCP or SEND
- accurate records kept for students' access arrangements
- accurate mapping of provision for all students with a EHCP or SEND
- annual Reviews and other meetings as appropriate are arranged
- collaborate with teachers, parents, and external agencies to gather relevant information about students' specific needs.
- act as a point of contact for parents and external professionals, responding to inquiries and providing information about SEND procedures and support available.
- collaborate with teachers and other relevant staff members to ensure effective communication and sharing of information regarding students with SEND.
- stay up to date with current legislation, policies, and best practices related to SEND in the UK education system.
- act as the point of contact for external agencies attending site for students with SEND including managing the referral system, waitlist and weekly schedules
- work with the staff responsible for primary liaison to ensure the effective transition of Year 6 student information
- organisation of termly SEND reviews including parent communications
- the SEN register and High Needs EAL registers are kept up to date and available to all staff
- support in the administrative tasks regarding interventions

### **Inclusion Elevate**

To work closely with the Inclusion Faculty, Deputy Head for Behaviour and through line management of the Pastoral Team to oversee the work of the Inclusion Elevate Programme

- Lead the day-to-day running of the school's Elevate Programme with support from the Pastoral team, SENCos and Heads of Year
- Provide tailored support for students with SEMH, EBSA (Emotionally Based School Avoidance), or behavioural needs
- Use data to identify students requiring support and monitor the impact of interventions
- Adapt intervention strategies to meet the diverse needs and vulnerabilities of students
- Deliver and Co-ordinate one-to-one and small group interventions to promote emotional regulation, resilience, and engagement through the Inclusion Elevate Offer

- Work closely with the SENCos to support students in reintegrating into mainstream lessons following time in the Inclusion Centre with structured support
- Monitor and evaluate the impact of interventions and report outcomes to senior staff

## Attendance

To line manage the Senior Pastoral Support Worker (Attendance) and be responsible for the administration and oversight of the School Attendance policy, identifying students with attendance concerns and working in collaboration with the Senior Team, school staff, families and external agencies to improve attendance to ensure

- monitoring of attendance of all students including those off-site
- accurate records of attendance and punctuality are kept
- the School Attendance Policy is followed in relation to contact with parents/carers of those absent
- oversee the process for production of daily and weekly data reports
- oversee the distribution of Attendance and Punctuality parent communications
- liaison with other teaching and support staff and the Local Authority Education Welfare Officer as appropriate, particularly in accordance with Absence Referral Procedures
- attendance at relevant team meetings to report on attendance and punctuality
- liaison with the Head of Year, Line Deputy Head and, where appropriate, the Head of Inclusion to communicate concerns and provide support to students and parents experiencing attendance difficulties
- parents are supported in getting children to attend school, including setting up and attending meetings where appropriate and ensuring home visits are carried out
- oversee the production of Attendance Contracts
- students, parents and staff receive access to support from external agencies
- collaboration with other school staff on initiatives that target groups of students with below average school attendance
- the LA Protocol for Statutory Response to Non-Attendance is followed
- a productive working relationship with LA School Attendance Officer
- to contribute to the regular review of the School's Attendance Policy
- maintain the records of attendance and checks on alternative provision including Managed Moves and any off-site direction
- closely monitor the attendance of vulnerable pupils
- oversee the management of persistent absences and where appropriate complete referrals to the Education Welfare Officer (EWO) and Children Missing Education (CME) teams
- work with the staff responsible for primary liaison to ensure the effective transition of Year 6 students that have external service involvement;
- meet with families in school as appropriate;
- identify other agencies and support services to be accessed to enable appropriate learning opportunities to be provided for students;
- liaise with the Pastoral Support Administrator (Safeguarding, SEN and Medical) and the EWO to monitor attendance of vulnerable students to identify students requiring support and coordinate that support;
- regularly meet with the EWO to discuss persistent absentees

## Behaviour and Rewards

To line manage the Senior Pastoral Support Worker (Behaviour and SEN Admin) and Focus Room Lead and work closely with the member of SLT and Heads of Year as appropriate to ensure

- that the school's Behaviour Policy is implemented
- effectively communicate with parents regarding behaviour and rewards in a timely manner in line with policy
- to support the Communications Officer to coordinate celebration events
- to assist in the preparation and compilation of letters of suspension, exclusion and student behaviour records and liaise with the Local authority and external agencies as needed
- to assist in the preparation and compilation of letters of internal behaviour placements and distribution to families
- **Oversee the daily operation of the Focus Room in line with the school's behaviour policy.**
- **Line manage and support the Focus Room Coordinator**
- **Monitor behaviour data to identify trends and support early intervention**
- **Coordinate with Heads of Year, SENCo, Family Engagement Officer and DSL team to ensure joined-up student support**
- **Ensure consistent use of reflection, reintegration, and restorative processes**
- **Maintain clear communication between the Focus Room, staff and parents**
- to attend and support in multi-professional meetings on a regular basis
- to oversee the compilation of permanent exclusion records for Governor Disciplinary Committee meetings
- to coordinate the facilitation and staffing of detentions
- Use data and evidence to proactively identify students at risk of suspension and work with the Head of Year and Head of Inclusion to provide support and intervention for these students
- Participate in pastoral Parents' events and support pastoral staff with the organisation of these
- Take a lead in the comprehensive assessment of student behaviour data and analysing patterns/trends in a range of data
- To provide high quality pastoral care, support and guidance for students, identifying and removing barriers to learning, promoting health and well-being to secure positive outcomes and progression routes for students
- To implement relevant policies and processes which support the school in its work on embedding our high expectations and our ethos and values
- To provide day to day support for Heads of Year in dealing with students' behavioural, emotional and welfare issues
- Provide immediate response to incidents including behaviour and personal issues and investigate and follow-up on such issues in accordance with the school's policies and processes
- To monitor and improve negative behaviour in line with development and intervention plans
- Liaise with staff, external agencies, and parents for students with a wide range of needs
- Support students with anger management, conflict resolution, restorative justice processes and friendship circles as the need arises
- Report card monitoring as designated by Heads of Year
- Promote and lead on key aspects of the Student Wellbeing initiative
- Support students in developing, maintaining and improving levels of personal resilience through nurture and self-esteem development programmes and initiatives
- Support vulnerable students providing intervention as required

- Ensure students are helped to participate in learning opportunities through effective initial monitoring and intervention in liaison with Tutors and Heads of Year
- Use data and evidence to proactively identify students at risk of exclusion and work with key staff to provide support and intervention for these students
- Support students with Key Stage transition at the different stages of their education experience
- Participate in Parents' Evenings and Information Evenings and support pastoral staff with the organisation of these
- Participate in Mentoring and Intervention Groups as required and support pastoral staff with the organisation of these
- To support with the running of detentions as required
- To be on duty and responsible for an area before and after school, during break and lunchtimes and changeover
- To maintain and respect confidentiality at all times
- To apply and promote the equal opportunities policy, challenging inappropriate language and behaviour as necessary
- To set a personal example that contributes to the positive ethos of the school
- To take responsibility for your own learning and development
- To undertake any other duties that may be reasonably required by the Principal or Line Manager
- To attend all staff briefings, year group briefings and meetings

## **Student Services**

To line manage the Assistant Pastoral Support Worker (student reception) and work closely with the member of SLT and Heads of Year as appropriate to ensure

- Providing a comprehensive student reception service assisting students and staff with enquiries and taking appropriate action as required
- Collection, issuing of receipts and recording of all payments from students in accordance with school procedures
- Word processing a variety of documents, creating and updating databases using appropriate software
- Inputting/updating student data using school software eg SIMS, Parent Pay and PS Connect
- Maintaining and updating various student record systems and files, ensuring confidentiality and security is maintained
- Photocopying and collating a variety of documents as and when required
- Providing first aid cover on a rota basis (after training has been given)
- To carry out other duties and responsibilities, of a similar administrative nature, and at a similar responsibility level to those described above which may be allocated from time to time
- All staff have a responsibility for promoting and safeguarding the welfare of children and young person s/he is responsible for or comes into contact with
- Oversee the 6<sup>th</sup> form student helpers supporting with student services
- File and distribute student records and official documents
- Record late arrivals and early leavers.
- Issue late slips and update attendance systems

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.