**Job Description – Pastoral Support Manager**

**Full time, Term time only**

**(Part time will be considered)**

Responsible to: Assistant Principal

Responsible for: N/A

Salary: £19,646 (FTE) Pro Rata

**Job Purpose**

To support the school in implementation of its aims and objectives as specified in the UTC Swindon Improvement Plan and Policy statements. To have a role as a support member of staff with responsibility for all aspects of the pastoral care of the students at UTC Swindon. Responsible to set high standards and high expectations in student behaviour, appearance, and to celebrate success and achievements. They are a crucial point of contact between home and school.

**Duties and Responsibilities**

**Key Accountabilities/main duties (KAs):**

* To share good pastoral practice with colleagues and engage in reflective dialogue
* To share understanding of students and strategies to manage behaviour difficulties
* To develop a whole school restorative approach to behaviour management
* To promote the good conduct of students
* To build strong partnerships with parents
* Embed a sense of responsibility within the students
* To promote the positive ethos by encouraging social and emotional development, promoting student involvement in year group event
* Act as the Deputy Safeguarding Lead, dealing with sensitive and confidential information.
* Support with the management of the isolation room

To maintain good levels of communication and liaison:

* Between colleagues
* Between home and school
* Between school and outside agencies
* Between school and the students’ previous schools
* Ensure that appropriate meetings are initiated with parents, colleagues and external agencies, in cases of special need and ensure associated forms e.g. EHR/CAF are completed as required
* Prepare reports for and attend, case conferences when required
* Keep the line manager informed of relevant issues
* Maintain accurate records for students and ensure that all relevant information is forwarded to relevant colleagues
* In liaison with all staff to produce and monitor EHR support programmes for behaviour issues

**Discipline**

Student Support have a responsibility to set an example to colleagues through their high expectations and student behaviour

* Promote positive self-discipline
* Oversee student disciplinary procedures, liaising with tutors, and Senior Leadership as appropriate
* Reinforce acceptable standards and types of behaviour
* Involve parents and gain their support wherever possible
* Use restorative approaches for dealing with inappropriate behaviour whenever possible
* Make home visits when appropriate
* To participate in reintegration meetings for excluded students
* Undertake any other duties that can be accommodated within the grading level and nature of this post.

**Contacts and Relationships:**

* Senior Leadership Team
* Subject Leaders
* AEN team
* Teachers
* Students
* Parents
* External agency colleagues

**Person Specification: Pastoral Support Assistant**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

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| **Specification** | **Essential** | **Desirable** |
| Education/ Training | Good level of education to include Maths and English to  GCSE (Grade A – C) or equivalent Level 2 qualification  Competent Microsoft Office user | Good education to include relevant qualifications at level 3 in a STEM subject. |
|  | Safeguarding training to level 3 |  |
| Relevant Experience | Experience of managing and organising student records  A good knowledge of relevant Health and Safety requirements  Demonstrable knowledge of Equality, Diversity and Inclusion (EDI)  Previous experience working in an educational environment | Understanding of Child protection (Safeguarding Agenda) and the willingness to be involved where necessary.  Previous Experience of working in a pastoral support role. |
| Relevant Skills/ Aptitudes | Relevant practical skills  Well organised with excellent attention to detail  Excellent interpersonal, time management and organisation skills  Flexible and adaptable individual  Articulate and capable of working on own initiative. |  |

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|  | Understands the importance of following UTC policies and procedures, and able to show initiative where appropriate. |  |
| Personal Attributes | Ability to work under pressure  Ability to work positively with young people |  |