**Job Description**

**Post Title: Assistant Pastoral Support Manager Scale: 4 (points 5-6)**

**Responsible to: Senior Pastoral Manager**

**Hours of Work:** Full time (37 hours per week), term time only including CPD days

(Mondays-Thursdays 8.30-4.30pm – Fridays 8.30-4.00pm)

**Key responsibilities**

* To support the KS3 and 4 pastoral support managers with their safeguarding, well-being and pastoral workload
* Organising, coordinating, implementing and monitoring pupil admissions to the Inclusion Room
* To help support pupils emotional, behavioural and well-being needs so they can best engage in lessons
* To ensure an orderly, calm and purposeful environment in the Inclusion and Restorative justice spaces
* To support the Pastoral Managers, Pastoral Leads and Senior team with the general running of the pastoral system

**Key Tasks**

**Day-to-day organisation –** to ensure the smooth operation of the school by:

* To liaise with Pastoral Support Managers
* To manage a caseload of pupils safeguarding and wellbeing needs
* To support Heads of House and senior teachers in ensuring the highest standards of behaviour and conduct
* Co-running the Inclusion and Restorative rooms.
* Liaising with and supporting Pastoral Managers and Leaders in their work with families, safeguarding and pastoral care.
* Initial responses to behaviour and safeguarding issues. This is likely to include taking statements, record keeping and providing calm, caring and, at times, challenging support for pupils.
* Supporting pupils who are repeatedly in need of inclusion and restorative support when they are in lessons.
* Running a daily detention until 4.15 (this may not need to be every day).
* Carrying out gate duty from 8.45 to 9.30am to report pupils arriving late to school.
* Using Classcharts to log and incidents, concerns or communication.
* Supporting the Parking and On-call systems.
* Attending fortnightly line management meetings and reporting concerns to your line manager.
* Following safeguarding training protocols.
* Ensuring high standards of uniform in conjunction with Tutors and Pastoral Leaders.
* Supporting the maintenance of an overview of pupil welfare issues within the school.
* Support HOH in administering and monitoring of reports.
* Working alongside Special Educational Needs Co-ordinator and Learning Support Room staff.
* Undertake appropriate CPD
* Coordinating work for long term pupil absentees and acting as a point of contact for e-learning.
* Supporting the school behaviour policy.

**General**

Any other duties as may reasonably be required from time to time, commensurate with grade and/or level of responsibility of the post. This is likely to include administrative support for the pastoral team.

Chichester High School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.  To promote a safe environment for pupils, Chichester High School employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.  Part of this role is to follow these procedures and to ensure that pupils are kept in a safe, learning environment whilst at Chichester High School.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation.  Such a review will take place as part of the appraisal cycle and at any other time on request.

Safeguarding TKAT is committed to safeguarding and promoting the welfare of children and aspects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part time or on a flexible basis.

All staff must comply with the General Data Protection Regulation and in so doing ensure that all personal data is kept safe.

Any staff breaches must be reported to the TKAT Data Protection immediately.