

**Deputy Pastoral Manager**

**Job Description**

* To support the Academy ethos of implementing Positive Behaviour Management
* To support all staff in the development and provision of specialist skills and experience in behaviour support as appropriate for learners with SEND and SEMH
* To support class teachers by assisting them in behaviour management and by providing supervision and support as required.
* Maintain accurate records for students and ensure that all relevant information is forwarded to colleagues.
* To share good pastoral and behaviour management practice with colleagues and engage in reflective support sessions.
* Undertake behaviour observations and produce plans to support intervention sessions.
* Carry out analytic duties including data collection, entry, and monitoring for positive behaviour and behaviour incidents on the Academy BEAR system.
* Assist in supporting and coaching staff in incident reporting and follow up reporting and support for staff and pupils.
* To assist the Pastoral Manager in ensuring that all policies, procedures, and practices are implemented reflecting the Academy’s commitment to the importance and value of every pupil.
* Take every step necessary to ensure that every pupil is protected from neglect, abuse and exploitation, assisting in ensuring safeguarding is covered in the wider curriculum.
* Work with students to promote self-care strategies to support their mental health.
* Contribute to the identification and planning of training needs in regard to behaviour support
* Observe and report on pupil performance as required
* Assist in the planning and evaluation of learning activities when required.
* Assist in preparing and maintaining the learning environment
* Play an active role in the pastoral team, attending meetings, assisting with training of staff and responding to individual pupil needs.
* Ensure an accurate and current record of strategies and techniques used in behaviour management and assist with amending plans where appropriate in response to these.
* Set goals and create action plans for intervention groups and individual pupils that are regularly reviewed demonstrating progress, achievement, and impact.
* To assist with contributing to the operation of the Academy’s Internal Quality Assurance, Monitoring and Self-Evaluation procedures.
* To work within the Pastoral Manager assessing and monitoring the progress of students towards social, emotional, and mental health targets.
* Celebrate success and explore barriers with the students in order that they gain confidence and are self-reflective to enhance their progression.
* Ensure all tasks are carried out with due regard to Health and Safety.
* Undertake appropriate professional development including adhering to the principle of performance management.
* Provide a high standard of support for personal, physical care for children, particularly in the areas of mental health and well-being
* To promote the agreed vision and aims of the Academy
* To set an example of personal integrity and professionalism
* Attend appropriate staff meetings and parents’ evenings
* Provide First Aid care where required for pupils
* Accompany students to external activities or on educational visits as required.
* Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

**Essential Person Specification**

* Experience in an SEMH/SEND setting and / or with Children that display behaviours that challenge
* GCSE Maths & English Grade C or above.
* Prior knowledge of behaviour management systems, PBM, Team Teach or similar.
* Experience of supervising and supporting other colleagues.
* Knowledge of Primary and Secondary Education requirements
* Commitment to and secure understanding of SEND and SEMH.
* Ability to work in partnership with Teachers, SLT and external partners where required
* Knowledge of and / or experience of using strategies to support vulnerable young people.
* A commitment to undertake further training to develop expertise.
* Effective communication and organisational skills.
* Excellent team player
* Commitment to the well-being of young people, safeguarding and child protection
* Helpful, positive, patient, and caring nature
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement
* Excellent verbal communication skills

**Desirable Person Specification.**

* Experience with working alongside multi-agency / trust
* Experience of working in a special school setting
* Experience of building positive relationships with families to support Academy engagement.
* Experience of working with young people across the primary and secondary age range.
* Safeguarding qualification and / or experience in a safeguarding role.
* This job description may be amended at any time in consultation with the postholder.

### Special Conditions

Disclosure and Barring Service check will be required for this position.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

The Warwickshire Academy is committed to safeguarding and promoting the welfare of young children and people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Safeguarding is everyone's responsibility. Safeguarding is about preventing and stopping both the risks and experience of abuse or

neglect, while at the same time making sure we promote people's wellbeing.

It is fundamental to high quality health and social care services. You must always be vigilant in your role and if you are concerned about a child or vulnerable adult report your concerns immediately following the processes set out in The Warwickshire Academy child and adult protection procedures.

Print Name:

Signed:

Date: