



South Wilts Grammar School Job Description

Post: KS3 Pastoral Support Manager

Responsible to: Head of Year and DSL

All employees are expected to uphold the following professional attributes:

- To carry out duties as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation
- To uphold the school's principles, ethos and policies
- To communicate effectively with students, colleagues, parents and carers, conveying timely and relevant information where necessary
- To evaluate your performance and be committed to improving your practice through appropriate professional development
- To act upon advice and feedback and be open to coaching and mentoring
- To know the current legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of children and young people

Key Responsibilities of the role include:

Administrative support to the Heads of Year and management of pastoral support:

- Send 'round robin' requests to staff to gather information about academic progress and collate information/responses.
- Assist in the administration of the [House reward](#) system
- Monitor and support administration of lunch time and after school pastoral detentions
- Monitor termly attendance figures, check concerns and record findings
- Monitor uniform issues, record findings
- Monitor behaviour points and assist in administration of the report card system
- Record all communications between parents and school and significant discussions between students and staff in pastoral mentoring notes/CPOMS and share relevant information with staff
- Monitor and distribute email communication from the Pastoralsupport@ address and deal with those relating to the relevant year group
- Update the Pastoral Vulnerable Group and Bereavement Register information for the relevant year group
- Monitor use of the Flexible Learning Space (FLS) by students in the relevant year group and liaise closely with the FLS and SENDCo staff to support students
- Communicate regularly with and report any concerns to the Heads of Year regarding all the above
- Support Heads of Year to produce materials for Live Well afternoons as needed.

Contact with Parents

- Liaise with teachers as requested for work to be sent home for absent students in relevant year group as required.

Support for students in relevant year group

- Establish constructive working relationships with students, often on a one-to-one basis
- Establish constructive working relationships with students by listening to, taking written evidence from and mediating in disputes between them
- Assist Heads of Year with daily checking of students on report and comment on progress
- Meet with and support students on their return to school after an extended absence
- Run regular drop-in sessions for students so they can raise concerns and pass these concerns on to relevant people, SENDCo, Counsellor, Tutor etc

Year group organisation

- Support organisation of whole year group events, trips and activities, including Activities Week as required.
- Coordinate with Heads of Year to facilitate transition to and from other year groups

New students

- Prepare and oversee the induction process for new students joining in the school in the relevant year group

Contact with outside agencies

- [Participate in](#) liaison with police, school nurse, EWO, CAMHS and others as needed.
- Minute meetings with outside agencies, as appropriate, and maintain accurate records of correspondence.
- Take evidence statements and collate information in cases where items have been lost or stolen and liaise with the Police where needed.

N.B

The post-holder may be required to perform duties other than those given above under the direction of the line manager/supervisor and/or Headteacher. There may be times when the post-holder is required to work additional time (e.g. for tutor meetings/meetings with parents) and this would accrue TOIL/Overtime. Any TOIL or overtime must be discussed with the line manager in advance.

These may vary from time to time without changing the general level of responsibility.

Such variations would not justify the re-evaluation of a post.