

**Job Description – Pastoral Intervention Manager**

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| Job title | **Pastoral Intervention Manager** |
| Grade | **Grade 4 (Points 23-26)**  **36.5 hours a week, term time only (39 weeks per year)** |
| Responsible to | **Assistant Principal: Behaviour** |
| Responsible for | **The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups** |
| Effective from | **September 2022** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Strength through diversity  Ambition through challenge  Excellence through curiosity |

**Main duties & responsibilities:**

* To promote the educational success and outstanding outcomes of all our students by encouraging and supporting students to develop positive attitudes and behaviours towards learning.
* Support the school in maintaining high standards of behaviour, attendance, punctuality and uniform

**The role will contribute towards upholding the school’s Behaviour Policy through the following actions and activities:**

* To identify and investigate behaviour incidents around the school;
* To write, resource and deliver pastoral intervention programmes based on the behaviour and/or the social, emotional & mental health needs of our students.
* To identify trends in student’s behaviour(s) and create intervention plans which support positive behaviour outcomes.
* Facilitate restorative processes with in the school.
* Collate and analyse data from intervention programmes to evaluate their impact.
* To work with other staff to support their behaviour management capacity
* To supervise the isolation unit on a rota basis
* To undertake break and lunchtime duties as appropriate
* To assist First Aid response as required
* Support the process for making appropriate referrals to specialist external services
* To deliver staff training & development around mental health & emotional wellbeing when required
* Promote a culture of mental health awareness & emotional wellbeing.

**Additional roles within department on a rolling basis**

To undertake and/or be responsible for:

* Specific and proactive work, both individual and group based, in order to support students, reduce the number of repeated negative behaviours they incur.
* Administrative rolls within the department ensuring efficient and effective communication between the department, staff and parents
* To support the requisite Head of House in maintaining high standards of behaviour, attendance, punctuality and uniform if required.
* To supervise detentions if required.

**General expectations of staff members at Cockshut Hill**

The expectations of all Cockshut Hill staff are:

* To act professionally at all times
* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To promote the school's corporate policies.
* To be flexible and adaptable
* To undertake the full range of duties and responsibilities as required by the Principal as set out in this job description and any other duties commensurate to the post title which the Principal may deem to be appropriate.

**Safeguarding**

* Cockshut Hill School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.
* Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

*We welcome applications regardless of age, gender, ethnicity or religion. The school is committed to safeguarding and promoting the welfare of our students and we expect all applicants to share this commitment. Appointments will be subject to an enhanced DBS disclosure with barred list check.*