

Avenue Primary School

Pastoral Manager

Job Title:	Pastoral Manager
Grade:	PO2
Reports to:	Assistant Headteacher for Inclusion
Staff Supervised:	Learning Mentors, Welfare Officer

PURPOSE OF JOB:

To develop and implement policies and procedures relating to the school's Pastoral provision
To manage the implementation, monitoring and evaluation of procedures, provision and practices relating to pupil personal development, behaviour and welfare
To lead a team of practitioners responsible for the implementation of the policy, procedures and systems intended to ensure pupil well-being and personal development
To manage day to day pupil behaviour and welfare issues
To develop pastoral and behaviour management support plans for needed pupils liaising with family and outside professionals and organisations

KEY DUTIES AND RESPONSIBILITIES:

- To work with the Senior Leadership Team in implementing a vision and ethos which secures high expectations of behaviour and attitude for all pupils and reflects the school's values and aims
- To comply with the school's policies and procedures and share the school's commitment to safeguarding and promoting the welfare of pupils
- To maintain confidentiality at all times with regard to both supported pupils and the wider school

1. Supporting and Working with Pupils:

- To take a lead in managing behaviour in the School and in the coordination of interventions intended to support pupils to improve/manage their behaviour, learning attitudes and mental well being
- To establish and maintain positive and appropriate relationships with pupils that engages and motivates them and removes barriers to learning related to pastoral needs, aimed at achieving personal targets
- Be responsible for ensuring and developing appropriate support for the learning behaviours of specific pupils in the school
- Create and implement appropriate interventions to support pupil behaviour development, progress and well-being
- To facilitate individual or group interventions for pupils
- To mentor and support pupils in their learning and encourage positive attitudes and behaviour in and around school
- To lead in the response to, resolution of and reparative work needed when behaviour incidents occur for individuals, classes or year group
- To provide additional support to those pupils who receive targeted intervention if they are at risk of being excluded from school and measure the impact of this support
- To lead on Anti-Bullying activities and initiatives across the School
- To promote pupils awareness of personal safety and well-being
- To provide a range of information, advice and guidance to support and enable pupils, tailored to their specific needs, to make choices about their own learning, behaviour and mental well-being
- To oversee systems that encourage pupils to take responsibilities in school for supporting others (such as Prefects, Playleaders and Pupil Leadership Team)

2. Working with School Systems:

- To analyse pupil behaviour incident logs and records of rewards and sanctions

- To track pupil and groups of pupil's behaviour -that are causing concern within the School
- To support whole behaviour systems including using Marvellous Me as a reward / communication system and Safeguard as the incident recording system
- To coordinate year group specific rewards systems e.g MarvellousMe
- To investigate and, as needed, respond to behavioural incidents, including those relating to bullying, race, homophobia and other prejudices, in line with the school's Behaviour and Discipline, Anti-Bullying Policy and Safeguarding policies.
- To use school systems and procedures to positively reinforce appropriate behaviour, manage challenging behaviour and conflict and remove barriers to learning in this area
- Manage the implementation, monitoring and review of pastoral and behaviour support programmes
- To lead on pupil referrals to external agencies as required in relation to behaviour and mental well being and coordinate any resulting interventions
- To maintain records of interventions and meetings and communicate these effectively with relevant parties
- To regularly measure the impact of behaviour interventions and update SLT as required
- To complete fixed term exclusion documentation and coordinate internal exclusion arrangements
- To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for identified pupils, in liaison with the Attendance Team.
- To supervise identified pupils during lunchtimes as directed by individual behaviour support plans
- Lead on the implementation, moderating and evaluating of the school's systems for preventing and tackling all forms of bullying and harassment.
- To assist in transition arrangements at the beginning and end of the academic year as well as during the year for midphase admissions

3. Working with School staff and other professionals:

- To liaise with teaching and all non teaching staff in relation to the monitoring and support of individual pupils behaviour and mental well-being in supporting all pupils to access learning opportunities
- To liaise with outside agencies regarding pupils requiring intervention (including behaviour support, mental health and Early help services)
- To assist the teacher/ year group leader in setting appropriate behaviour expectations of pupils and supporting pupils appropriately to achieve these
- To lead regular Pastoral Team meetings that review children of concern, the impact of support being provided and next steps needed
- To work collaboratively with the School's Designated Safeguarding lead to uphold expectations regarding Safeguarding, Online Safety and positive relationship
- To work collaborative with the school's Deputy Headteachers, Assistant Headteacher for Inclusion and SENDCo in relation when pastoral provision results in children being considered as having Special Education Needs and being added to the school's SEND register
- To work collaboratively with the school's Home to Support Worker in identifying families that may be in need of more detailed Early Help
- To ensure that there is liaison and consistency of behaviour management between the EYFS, Key Stage 1 and Key Stage 2.
- To work alongside the School's Attendance officer in monitoring and improving the attendance of highlighted pupils
- To contribute to the reporting of the performance of pupils identified as having behavioural / attendance / punctuality difficulties to parents, carers, Governors and other key partners as necessary.

Working with Parents /carers and families:

- To be the first port of call for parents/carers and families in relation to pupil behaviour and mental well being
- To maintain regular contact with families/carers of pupils in need of additional behaviour or mental well being support to keep them informed of progress securing positive family support and involvement
- To regularly meet with families of pupils whose behaviour is causing concern and work in partnership with them to support their child in improving their behaviour and attitude to learning
- To support the Headteacher at 'Return from Exclusion' meetings
- To conduct home visits as required and deemed necessary

Additional Duties:

- Attend and contribute to weekly staff meetings, Safeguard team meetings, Team around the Child meetings and intervention meetings for individual children as required.
- To attend relevant professional training
- To participate in the school's performance management procedure
- To participate in appropriate CPD to develop appropriate specialist expertise to contribute to pastoral team (e.g. bereavement training, restorative justice practices)
- *To undertake any other areas of responsibility / tasks, which are deemed to be appropriate to the role of Pastoral Manager*

This job description may be amended at any time after discussion with you, at the discretion of the Headteacher or Governing Body, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to the promotion of equality and diversity in all aspects of employment with Avenue Primary School and the London Borough of Newham. All employees are expected to understand and comply with our Equality and Diversity Policy in the course of their work.

SAFEGUARDING CHILDREN

Avenue Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

Pastoral Manager: **Date:**

Headteacher: **Date:**