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| **Job Description – Pastoral Manager** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Salary – Local Authority Pay Scale Points

Reporting to the Head of Centre you will work closely with the staff team, in particular the Attendance Officer, to oversee student welfare, attitudes to learning and enjoyment of school and will be accountable for supporting strategies to maximise student progress by:

* Ensuring pupils’ conduct and attitude to learning is outstanding so that the climate for

learning remains strong

* Raising the quality of learning and student aspiration to improved student outcomes

Much of the work is self-generating and the post holder will be expected to operate within established procedures and guidelines and to prioritise day-to-day work.

**Main Responsibilities:**

* To be responsible for developing and facilitating the school pastoral policy and ensuring staff members understand the vision for pastoral intervention programmes.
* To work directly with students and their families to establish and implement a Pastoral Support Plan.
* Promote excellent attendance and punctuality of all students through close work with

students, parents, the attendance team and outside agencies.

* Work alongside the safeguarding team to ensure students are safe in school and beyond
* Monitor behaviour and apply a range of intervention strategies where necessary to support both students and teachers
* Be highly visible on corridors both at student social times and during lessons
* Effective communication with parents /carers /outside agencies to offer support and
* personalised intervention strategies for students
* To record and track pastoral intervention and analyse data to assess the impact and next steps.
* To support in the identification of trends in student behaviour and help create intervention plans which support positive behaviour outcomes.
* Facilitate restorative processes between students within school.

**Specific Focus and Tasks:**

* Liaise with staff in relation to any relevant pastoral issues, and work with them to affect positive outcomes for staff and students
* Inform relevant colleagues about social or behavioural issues or changes affecting students where appropriate
* Make first response and welfare calls for attendance and attend panel meetings with parents
* Monitor students on report and keep accurate records using SIMS and other methods
* Monitor rewards and sanctions across school, celebrating success with individuals and through assemblies
* Work to establish positive relationships with all students and staff

**Safeguarding – Promoting the Welfare of Children and Young People:**

* Leading CAF meetings and managing confidential records
* Liaising with external agencies on Children in Need and Child Protection cases
* Attendance at key meetings
* Part of school Safeguarding Team
* Liaising with parents/carers (often in very sensitive cases)

**Welfare**

* Providing 1:1 support for identified pupils
* Liaising with parents/carers about support needed for pupil and/or parent (signposting external support as appropriate)
* Planning and delivering small group interventions
* Supporting pupils in class where necessary under the direction of the Class Teacher/SENDCo
* Supporting pupils new to the school to ensure a smooth transition, working with the Admissions Officer.

**Curriculum**

* Delivering Mental Health aspects of the PSHE curriculum in collaboration with Class Teachers
* Delivering Mental Health assemblies and class sessions
* Liaising with key colleagues - PSHE Lead, Admissions Officer, Attendance Officer
* Lead on Emotionally Healthy Schools initiative
* Lead on Pupil Safeguarding Group to ensure pupil voice is heard and acted upon

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

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| **Person Specification – Pastoral Manager** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

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| **Attributes** | **Essential** | **Desirable** |
| **QUALIFICATIONS/****TRAINING:** | * Degree or other qualification in education, psychology, or associated discipline.
 | Pastoral Experience |
| **SKILLS/****KNOWLEDGE:** | * Experience of working with children or young adults in an education setting
* Experience of liaising with external agencies and professionals, to support positive outcomes
* Experience of supporting in the delivery of interventions and taking the lead where appropriate
* Detailed understanding of the principles with regard to Safeguarding of Children
* Experience of leading initiatives that have impacted positively on students/young people
* Experience of monitoring and tracking pastoral intervention and outcomes.
 | Experience of managing others including holding others to account  |
| **PERSONAL AND PROFESSIONAL ATTRIBUTES:** | * Ability to develop effective relationships with students, families and external agencies
* Ability to assess the needs of students demonstrating poor behaviour and develop strategic plans to facilitate interventions
* Ability to analyse data and produce reports to demonstrate impact of interventions
* Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, work as part of a team
* Ability to deal with challenging situations
* Ability to work using own initiative
* Ability to keep detailed and accurate records
* Flexible attitude/approach
 | Ability to help raise attainment of young people  |