

JOB DESCRIPTION

Post Title:	Pastoral Manager/ Deputy Safeguarding Lead
Purpose:	<ul style="list-style-type: none"> ◆ To work within Liverpool Life Sciences UTC & STUDIO ◆ To support individual students to achieve their learning aims ◆ To inculcate a positive work ethic ◆ To encourage all students to be joiners in
Reporting to:	Assistant Principal
Liaising with:	Teaching staff, student services team, parents, support staff, students and external support services
Working time:	Full Time
Salary:	Point 29 - £32,910
MAIN (Core) DUTIES	
Service Provision: Learning and attendance	<ul style="list-style-type: none"> ◆ To support individual and groups of students in developing study skills, good organisation and work habits ◆ Work with other key staff to identify barriers to learning particularly for vulnerable students and ensure that individual and group interventions are identified, implemented and monitored in relation to all student needs ◆ Monitor the impact of interventions ◆ Provide advice and training as required to staff to enable them to manage students effectively to achieve reintegration. ◆ Develop, implement and monitor systems and practice which secure good patterns of attendance and punctuality ◆ To report on the attendance and monitor the progress of the students to line manager ◆ Liaise with teaching staff and learning support staff on student support matters ◆ Report back to staff on individual student progress and identify problem areas ◆ Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection legislation
Safeguarding	<ul style="list-style-type: none"> ◆ To deputise for and support the safeguarding lead ◆ To act as a "Named person" for Safeguarding ◆ Liaise with the Senior Designated Person for Safeguarding in relation to all concerns about students ◆ Maintain accurate and comprehensive records of safeguarding incidents ◆ Monitor safeguarding on placements and visits ◆ Responsibility for Looked After Children ensuring that their needs are met and they are afforded the same opportunities to succeed as other students ◆ With AP Inclusion, responsibility for Safeguarding ensuring that the CUC policy and practice meets statutory requirements ◆ Develop and implement strategies and structures which secure effective support for learning for at risk groups of students

	<ul style="list-style-type: none"> ◆ Ensure that all liaison with external agencies is appropriate to need and effective to support the personal and educational development of students ◆ Ensure the maintenance of accurate personal student records and that effective contact with families is developed and maintained
Behaviour management	<ul style="list-style-type: none"> ◆ To deputise for and support the inclusion lead ◆ To work within the UTC/STUDIO behaviour management system to support students in modifying their behaviour in order to access learning ◆ Provide guidance and strategic direction to all staff ensuring that they are well equipped to monitor and improve standards of behaviour ◆ To assist in ensuring that support services and resources meet the needs of the students ◆ To work with external agencies and internal school support to assist students in developing a good approach to learning and behaviour ◆ To investigate matters of indiscipline and poor behaviour and make recommendations for sanctions ◆ Keep parents informed about matters of indiscipline and poor behaviour ◆ Ensure that all students conform to the school code of conduct in dress, behaviour and work
Mental Health and Wellbeing	<ul style="list-style-type: none"> ◆ Promote mental health and wellbeing, know how to support pupils and be the first point of contact for pupils with regards to extra support which may be needed ◆ Be a mental health first aider ◆ Work within the school community to ensure that there are strong and effective relationships across all areas of the academy. ◆ Establish a strong sense of identity and belonging in the students
Staff Development:	<ul style="list-style-type: none"> ◆ To take part in the UTC/STUDIO Staff Development programme by participating in arrangements for further training and professional development ◆ To continue professional development in the relevant areas including the use of new technology ◆ To participate in the Staff Professional Review process ◆ To work as a member of a designated team and to contribute positively to effective working relations within the UTC/STUDIO
Quality Assurance: School transfer	<ul style="list-style-type: none"> ◆ To assist in the implementation of UTC/STUDIO quality procedures ◆ To contribute to the process of monitoring and evaluation of learner support in line with agreed procedures, including evaluation against quality standards and performance criteria and seek and implement modification and improvement where required ◆ To liaise with schools to enable students to transfer with minimal stress ◆ To assist in the organisation of retention events and student induction ◆ To conduct applicant interviews
Management Information and Administration:	<ul style="list-style-type: none"> ◆ To assist in the provision of accurate and up-to-date information regarding students ◆ To keep accurate records of incidents ◆ To provide regular reports to Senior Leadership on students causing concern and intervention strategies
Communications:	<ul style="list-style-type: none"> ◆ To communicate and consult with other staff and students ◆ Where appropriate, to communicate and co-operate with internal/external individuals and bodies ◆ To follow agreed policies for communications within the Academy ◆ To participate actively in team meetings and training programmes where appropriate

Marketing and Liaison:	♦ To promote a welcoming environment to visitors and callers
Welfare	♦ To promote the general progress and well-being of individual students.
<p style="text-align: center;">OTHER SPECIFIC DUTIES</p> <p>To carry out the duties in the most effective, efficient and economic manner available. To support the UTC/STUDIO Mission Statement and ethos.</p> <p><i>This post is subject to the enhanced level of disclosure.</i></p> <p>This job description is current at the date shown but in consultation with you may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary and job title.</p>	

Person Specification

	Essential	Desirable
QUALIFICATIONS AND ATTAINMENTS		
• GCSE/O-level in English and Maths	✓	
• General education to A-level standard	✓	
• Degree	✓	
EXPERIENCE		
• Experience of working with the 14 - 19 age group ideally in an educational establishment	✓	
SKILLS / KNOWLEDGE / ABILITIES		
• Excellent interpersonal skills	✓	
• Good communication skills both written and verbal	✓	
• Ability to organise and prioritise own workload	✓	
• Ability to work on own initiative and without close supervision	✓	
• Ability to be a fully integrated team member	✓	
• Ability to work with interruptions	✓	
• Ability to assist staff and students in a polite and helpful manner	✓	
• Ability to meet deadlines	✓	
QUALITIES		
• Commitment to and ability to support the distinctive ethos of the schools	✓	
• Comfortable and supportive of working in a school	✓	
• Committed to equality of opportunity and fair treatment for all staff and students	✓	
• Awareness of and ability to work within health and safety requirements and the Trust's Health and Safety Policy	✓	
• Willingness to participate in the individual staff review and development procedures	✓	
• Willingness to keep up-to-date on issues concerning access to learning	✓	
• Willingness to undertake further training	✓	
• Approachable and Adaptable/Flexible	✓	
• Enthusiastic and Positive	✓	
• Patient	✓	
• Willing to take virtually any reasonable work-related task if and when necessary	✓	
• Enjoy working with students of 14-19 age group	✓	