**JOB DESCRIPTION – Pastoral Manager**

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| **Date of this Job Description:**  June 2021 | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.  All staff within the school share a responsibility to uphold the school’s basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.  **Job Purpose: To support families and staff in supporting young people achieve their potential**  - To implement the safeguarding and child protection, policy, procedures and guidance for LPGS  - To support attendance and to work alongside the Senior Pastoral Manager and external services associated with attendance  - To work with families, accessing resources, to help increase their involvement in the education and welfare of their children.  - To plan and implement pastoral interventions for pupils in years 7-13 to support their mental health and wellbeing within and beyond school.  - To support colleagues with transition related work relevant to your keystage  - To work with the Senior Pastoral Manager is analysing student related data  - To support and uphold the school’s behaviour policy and expectations  **Main Duties and Responsibilities**  - To implement LPGS safeguarding and attendance policies and procedures. To have a caseload of identified students within their keystage.  - Encourage good practice by promoting and championing the safeguarding policy and procedures.  - Respond appropriately to disclosures or concerns which relating to the mental health and well-being of a student  - To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required  - Where required, liaise with statutory agencies and ensure they have access to all necessary information.  - To initiate and refer pupils to outside agencies and coordinate referrals under the supervision of the Senior Pastoral Manager  - When appropriate, to attend Team Around the Child/Year Group meetings  - To plan and implement wellbeing and attendance interventions for pupils across the relevant keystage  - To ensure that vulnerable pupils are supported appropriately and sensitively and that all actions assigned to LPGS Pathways School from planning and interventions meetings are successfully carried out and monitored for impact using the school’s Provision Mapping Software  - To support opportunities for parental/carer engagement within the school and community  - To support parents/carers in accessing the local offer and any other relevant support groups  - To act as an appointed person for First Aid within the school  - To maintain confidentiality at all times.  - To adhere to the Schools’ policies as outlined in the staff handbook.  **Student Support**  - To support individuals and groups of students in developing emotional literacy & resilience.  - To support students in making positive choices and engaging in positive behaviours.  - To mentor a case load of ‘at risk’ students within your keystage to ensure successful integration into LPGS.  - Support pastoral staff in implementing and recording detentions and other behaviour related sanctions  **Family Support**  - To provide advice and signposting to enable families to access universal and targeted services  - To work directly with children and their families in the community in order to promote, strengthen and develop the relationship between parents/carers, children and young people and the school.  - To help develop and sustain collaborative links with relevant agencies, practitioners and parents in order to support children/young people and their families.  **Keystage Transition**  **-** To support the transitionof students within your keystage  **-** To support in the development of ‘student passports’  **Attendance**  - To act as the support and challenge in relation to parents in relation to attendance and truancy. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance with a referred case load of families.  - Under the supervision of the Senior Pastoral Manager, to recommend action to be taken, and develop strategies to combat unauthorised and authorised absences  - To interview students and parents/carers to discuss student attendance and agree ways forward  - To conduct late sweeps and support in home visits where required  - To carry out all activities in line with the Trust’s policies for Health and Safety, Safeguarding and Child Protection and Equal Opportunities  **Monitoring and Evaluation**  - To work with the Senior Pastoral Manager in producing half termly data associated with attendance, behaviour and intervention impact  - To provide termly reports to the Senior Pastoral Manager feeding back on the impact of interventions  **CPD and Training**  - To undertake training as required  **General Duties**  - To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job  - To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.  - To work in accordance with the school’s equality policy.  - The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder  - To be involved in the school’s performance management process |
| **Salary Point:** Payscale 6 |
| **Immediately responsible to:**  Assistant Headteacher  **Responsible for:**  Student engagement with learning  **Important Relationships:**  All faculty staff  SLT  Safeguarding Lead  Attendance Officer |
| **Job Purpose:**  To support families and staff in supporting young people achieve their potential |
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Agreed and signed

Postholder ................................................ Date ....................................

Headteacher ................................................. Date …….............................