

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**JOB DESCRIPTION**

**PASTORAL MANAGER**

**Line Manager:** Gwen Temple – Senior Deputy Headteacher

**Salary Scale:** Scale J – scale points 20 to 23 (£29,577 FTE – £32,234 FTE per annum)

**Hours:** 37 hours per week, term-time plus training days plus 3 weeks during the school holiday periods (42 weeks per year).

**Post Objectives**

The Pastoral Co-ordinator will support the aims and objectives of the school, and promote the values and ethos of the school through the pastoral system.

**Safeguarding and Confidentiality**

All staff are required to:

• Ensure the safety and well-being of students. All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

• Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school.

• Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.

• Maintain awareness of Child Protection procedures.

• To be aware of and support difference and promote equal opportunities for all.

**Responsibilities**

* Support the work of the Year Tutors, Heads of Year and Heads of House on pastoral issues from Years 7 to 14.
* Advise the Assistant Head (Pastoral) about issues relating to the pastoral structure.
* Be an exemplary leader in dealings with staff, pupils, parents and outside agencies.
* Support pupils in their learning and encourage positive attitudes and behaviour in and around school.
* Supporting pupils with their emotional well-being and mental health through mentoring.
* Act as the Deputy Designated Safeguarding Lead (DDSL) for safeguarding children.
* Lead training sessions on topics including safe guarding and emotional well-being.
* Work with outside agencies to enhance the physical and mental welfare and wellbeing of students.
* Assist in the transition arrangements at the beginning and end of the year.
* Manage the school’s contacts with CAMHS and other support agencies/organisations.
* Liaise with outside agencies, including assisting with the preparation of reports of various kinds.
* Liaise with individual teachers, and departments in relation to emotional well-being and learning of individuals and groups of pupils.
* Liaise with the SEN coordinator.
* Liaise with the police, children services and WCC Safeguarding teams as and when appropriate.
* Take a leading role in the interface between school and parents.
* Be available during Parents’ Consultation and information evenings.
* Undertake Early Help training and conduct these meetings within school.
* Be first aid trained and manage the administering of controlled medication.
* Maintain first aids register and supplies.
* Play a lead role in supporting emotional well-being and mental health.
* Attend and report to the Pastoral Governors meetings.
* Produce a comprehensive data analysis of accidents and first aid issues; to be presented on a termly basis to the Pastoral Governors Committee.
* Log pastoral issues on Pastoral Log to enable pupil tracking.
* Leading the well-being and mental health committee through the Enrichment curriculum.
* Any other duties that are within the spirit and the scope of the job purpose and its grading, as directed by the Headteacher.

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

Please note that this is a job description, not a contract, and may be reviewed from time to time with the Headteacher.

**Person Specification – Pastoral Manager**

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| **Essential** | **Assessed by\*** | **Desirable** | **Assessed by\*** |
| A good general education | A | SIMS experience | A |
| Ability to create and maintain office systems | A | First Aid qualification | A |
| Experience of working with young people | A | Experience of being a designated safeguarding lead | A |
| Experience of working in a busy environment | A/I/T | Experience of Early Help processes | A |
| Able to act in a calm manner under pressure | A/I | Experience of working in a school environment | A |
| Able to communicate with adults in difficult situations | A/I/T | Understanding of the issues facing young people and parents | A/I/T |
| Able to use initiative and prioritise effectively | A/I |  |  |
| High level interpersonal skills | I/T |  |  |
| Flexibility | A/I |  |  |
| Have a full and valid driving licence | A |  |  |
| Must have access to a private vehicle with appropriate business insurance cover | A |  |  |
| Willingness to undertake training | A |  |  |

\* Assessed by: A – Application Form, I – Interview, T - Task

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01.10.2021