

Job Description and Person Specification

Role	Pastoral Manager
Grade and Range:	Grade 5, Point 15 – 22 (£19,316 - £22, 188)
Location:	School Based
Accountable to:	Headteacher

Position Overview

Purpose of the role:

To work with families, parents, carers and Poolsbrook staff to enable children and young people to have full access to educational opportunities and overcome the barriers to learning.

To work as part of our team to provide support to vulnerable children within our school.

To work with the attendance team to raise attendance and punctuality levels, providing targeted work with the families of young people who are persistently absent and/or late.

To develop and maintain links between Poolsbrook and external agencies to ensure the safety and well-being of all children.

To ensure the safeguarding of all children and staff, in line with Poolsbrooks policies and procedures.

Duties and Responsibilities

- To work alongside the Senior Leadership Team (SLT) to provide family centred support in order to remove barriers to children's learning
- Work alongside staff, providing support and signposting services to families
- To help promote positive learning behaviours across the school
- To work with the school's inclusion team to help coordinate provision
- To liaise with parents, as required, supporting with the welfare of children or home/school liaison matters
- To prioritise work to meet conflicting deadlines
- To use IT applications and databases effectively to deliver administrative tasks
- To operate the range of school management information systems as required
- To input and retrieve data using computerised systems
- To collate and prepare information from a variety of sources
- To communicate effectively with internal & external stakeholders in relation to work undertaken
- To liaise with and support parents with regards to early intervention and safeguarding children

- To communicate effectively with internal & external stakeholders in relation to student absence
- To ensure children access the early help that they need to further improve outcomes, including attendance management
- To liaise with academy staff and external agencies to identify pupils at risk of disaffection and to devise, implement and evaluate plans put in place
- To work with the SLT/School Office to develop and implement attendance strategies and plans for non-attenders
- To build up detailed knowledge of the external agency support available, serving as the initial point of contact for families
- To support the speedy and effective transfer of information between school, agencies and services
- To undertake and implement the role of Designated Safeguarding Lead within the school
- To maintain regular contact with families and carers of children receiving support and encourage family involvement in terms of children's learning
- To identify parents/carers and children who require transition support and liaise with appropriate school staff and external agencies to ensure appropriate support is in place in order to achieve a smooth transition
- To liaise with SLT and attend meetings as required
- To liaise with the SENDCo to ensure a coordinated approach to inclusion
- To participate in meetings as a school representative with external agencies
- To work with others to help improve work organisation and effectiveness
- To utilise tact and diplomacy in communication with children and families and to exercise an empathetic approach when dealing with sensitive situations
- To ensure that record keeping in relation to individual casework and team activities is maintained to the required standard and statistical data is readily available for monitoring and evaluation purposes
- To assist SLT in preparing referrals for Early Help
- To follow Poolsbrook's procedures and protocols for outreach work for individuals or groups of children
- To adhere to strict guidelines of data protection, safeguarding and child protection as well as confidentiality
- To plan and deliver an effective Breakfast Club

Child Protection and Safeguarding

- To follow all Child Protection and Safeguarding policies and procedures
- To serve as a Designated Person for Safeguarding at Poolsbrook
- Undertake relevant continuing professional development (CPD) training to fulfil the role
- To facilitate effective links between families and school, including setting up meetings in school, accompanying children to meetings and being the school representative where appropriate
- To make strategic decisions in liaison with the school and external agencies
- To represent school at Child Protection case conferences, review meetings and core group meetings to plan and advise on future actions
- To develop and promote effective working relationships with all other external services and those agencies involved in safeguarding children, including the statutory agencies such as Social Care and Starting Point.
- To maintain a working knowledge of provision for specific groups of pupils such as those children with complex needs, as well as Looked after Children
- To make appropriate referrals to external agencies including Starting Point and Early Help.
- To develop robust systems to record all issues related to children, subject to Social Care involvement
- To be responsible for writing Early Help Assessment Forms (EHAFs) for identified children and liaising with appropriate staff to gather necessary information
- In liaison with staff, produce reports for external agencies
- Act as first point of contact for Looked After Children
- To undertake home visits as necessary, following academy procedures and guidelines
- To support the SLT with providing evidence for external safeguarding audits
- Support teaching staff in their understanding, use and production of inclusion or Child Protection information
- Undertake any training as identified by the SLT and Governing Body

General

- Undertake any other duties as reasonably required by the SLT and Governing Body
- Contribute to the wider life of the school community
- Undertake essential CPD as appropriate
- Keep up to date with developments, attending networks relevant to the role and communicate these to staff as required
- Contribute to and follow agreed school policies and procedures
- Appreciate and support the role of other professionals

- Attend and participate in relevant meetings as required
- Participate in appraisal, training and professional development as required

This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment after consultation to meet the changing needs of the school.

Pastoral Manager

Person Specification

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in English and Maths	✓		A/C
Knowledge of general office procedures and practice	✓		A/C/I
Knowledge of Absence and Attendance protocols and policies	✓		A/I
Knowledge of Child Protection and Safeguarding Policies and Procedures	✓		A/I
Trained Forest School's Practitioner		✓	A/I
EXPERIENCE			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Previous experience of working within a school environment		✓	A/I
Working within a partnership context, including co-ordinating collaborative activities and plans		✓	A/I
Working to support families in the home environment		✓	A/I
Running programmes for parents		✓	A/I
SKILLS			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R

Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I
A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently to attend essential meetings	✓		A/I
The post holder will require an enhanced DBS check	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate