**GR3192**

**JOB DESCRIPTION**

**Post Title**: Pastoral Manager

**Responsible to:** Headteacher

**Grade:** Scale H, Full time

**Purpose and Scope:**

* To take a lead role within the school in supporting the pastoral needs of pupils.
* To be responsible for the day to day management of safeguarding actions in conjunction with the safeguarding team.

**Organisational Relationships:**

* Responsible to the Headteacher through the Deputy Headteacher (SEND & Safeguarding)
* Liaising with teachers, other support staff, health professionals, educational specialists, children services, parents, police, visitors and volunteers.
* Supporting attendance team with managing persistent absence cases.

**Principal accountabilities or activities:**

* Work alongside the senior leadership and school staff to identify pupils in need of pastoral support.
* Work directly with the pupils and their families to establish and implement a Pastoral Support Plan.
* Monitor and review Pastoral Support Plans and report on progress to the Safeguarding team on a regular basis.
* Establish and maintain supportive relationships with staff and parents with the clear aim of providing the most appropriate support for identified pupils.
* Manage safeguarding incidents and any relevant actions both internally and with external services in line with NCC Threshold guidance and RFS safeguarding policy.
* Instigate, chair and/or attend relevant meetings to ensure that parents, school and external agencies are working effectively and in partnership in the best interests of the child.
* Maintain records to demonstrate positive impact of pastoral support provided and correct procedure of the safeguarding policy.

**Specific Responsibilities**

**Safeguarding:**

* Leading EHAP meetings and managing confidential records.
* Liaising with external agencies on Children in Need and Child Protection cases.
* Attendance at key meetings (e.g. Fast track, CIN).
* Part of school Safeguarding Team.
* Liaising with parents/carers (often in very sensitive cases).

Welfare

* Liaising with Admin staff to promote excellent attendance rates for vulnerable pupils and those classed as persistently absent.
* 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 parental support groups.
* Planning and delivering small group interventions in conjunction with the THRIVE practitioners.
* 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.
* Supporting vulnerable pupils in the transition to secondary school.
* Supporting the SENDCo in providing an enhanced transition for vulnerable pupils between year groups.

**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 – Thrive practitioners, PSHE Lead, School Council Lead.
* Lead on Emotionally Healthy Schools initiative.
* Lead on Pupil Safeguarding Group to ensure pupil voice is heard and acted upon.

**SEND**

* Supporting the SENDCo in provision for pupils with Social and Emotional Special Educational needs.

**Disadvantaged**

* Supporting the Headteacher in provision for disadvantaged pupils including Looked After Children.
* Co-ordinating Individual Learning Plans in collaboration with relevant Headteacher or SLT.

**Links with colleagues**

* Key part of Safeguarding Team.
* Mental Health and Wellbeing Leader.
* Liaising with Class Teachers, SENDCo and SEN TAs to ensure vulnerable pupils are well provided for.

**Other Whole School Matters**

To undertake other similar duties and activities within the grade and the scope of the post as directed by the Headteacher or/and Deputy Headteacher.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and training** | * Minimum Maths & English GCSE (A\*-C) or equivalent |  |
| **Experience**  **Job Related Knowledge** | * Commitment to and understanding of inclusion * Experience of working closely in a team * Knowledge of and /or experience of using strategies to support vulnerable pupils * Ability to support the implementation of strategies suggested by external agencies and ability to review effectiveness of strategies being used * Ability to work with parents/carers in the best interests of the child and that of other children in the class * Ability to work in partnership with Class Teachers, Year Group Teams, the SENDCo, Senior Management Team, external agencies and Local Authority specialist staff * A commitment to undertake further training to develop expertise | * Experience of working with children across the primary age range * Norfolk STEPS Training * DSL Safeguarding Training * Experience of working with children who present as having additional needs |
| **Skills and Aptitudes** | * Ability to plan effective personalised support using research informed strategies and programmes * Use initiative when working, see things that could be improved * Effective interpersonal/communication skills. * Effective organisational skills | * Analytical skills e.g. spotting patterns in attendance and addressing these effectively |
| **Personal Qualities** | * Enjoy working with children * Warm and approachable * Flexible in attitude and thinking * Committed to providing the best for children * Commitment to pupil well-being, safeguarding and child protection * Excellent communicator * Resilience * Understanding of need for confidentiality | * A ‘whatever it takes’ attitude to secure the best possible outcomes for pupils |