

RUSHEY GREEN PRIMARY SCHOOL

PASTORAL SUPPORT MANAGER

JOB DESCRIPTION

Job Description: Pastoral Support Manager
Grade: S01
Responsible to: Deputy Headteacher

Terms of Contract: Permanent, 35 hours per week 42 weeks

Main Purpose of Job:

- Provide pastoral support to pupils and families
- Manage the school's Attendance and Welfare programme
- To be responsible for raising the pupil voice in the school
- Designated professional for Child Protection
- To be responsible for establishing inclusive practice in the school

Principal Accountabilities:

1. Provide pastoral support to pupils and families

1. To work with the SENCO and teaching staff in identifying disaffected pupils at risk of underachieving and to take responsibility for these pupils in supporting them to achieve their targets.
2. In consultation with teaching staff and SENCO, contribute to the provision map for each pupil and devise appropriate plan.
3. To develop a knowledge and implement a range of activities, courses, and opportunities, that could be drawn upon to provide extra support for pupils
4. To maintain contact with families and carers and develop family support for the pupils and (where necessary) instigate parenting contracts and support for vulnerable families and undertake home visits.
5. To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement. These may include support in class; one to one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing aspects of provision maps as appropriate.
6. To be a focal point for new parents to the school, meeting them on their first day at school and showing them where key places are (e.g. collection points)

7. To line manage learning mentor to ensure pupils will social and emotional needs are met.

2. Manage the school's Attendance and Welfare programme

1. To monitor the school's attendance data, looking for patterns/trends of absence
2. To produce and send letters systematically to the families of persistent absentees
3. Maintain and update the template letters used
4. In consultation with the Educational & Social Welfare Officer, meet with the families of persistent absentee
5. To provide weekly reports on attendance and punctuality to the Headteacher

3. Raising the Pupil Voice

1. To be responsible for supporting and training the School Council in becoming a democratic body with a voice for change.
2. To organise the School Council Meetings and support them in preparing for any assemblies, presentations or public events (e.g. summer fair)
3. To oversee any fundraising activities that the School Council become involved with (e.g. cake sales, football tournaments)
4. To manage and co-ordinate young leaders and mediation and ensure they have adequate training and understand their roles in the school.
5. To keep abreast of current thinking in this field by regularly attending relevant training courses and by visiting other schools.
6. To organise pupil consultation annually

4. Designated professional for Child Protection

1. To act as designated Child Protection
2. To establish and continually update and co-ordinate TAF's for vulnerable pupils and families.
3. To act as the first point of call for Child Protection concerns and to either escalate accordingly, advise the reporter or speak to parents
4. To attend meetings related to the Child Protection process (e.g. Case conferences)

5. Maintain the Safeguarding (CPOMS) hard folder to ensure that it is up to date and easily accessible
6. Ensure that there is sufficient access to pink slips throughout the school
7. Maintain the records for children who are on Child Protection or Child In Need.
8. Complete a termly report to the Headteacher on all Child Protection issues.
9. To keep the SLT up to date regarding Child Protection matters.

To carry out these duties with due regard to the school's Equal Opportunities Policy and priorities and to the school's Health & Safety Policy.

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the job holder in order to ensure the smooth running of the school.

Name of Post Holder:

Signature of Post Holder:

Signature of Team Leader (Line Manager):

Date:

Review Date:

Person Specification

Pastoral Support Manager

Category	Requirements	
	Essential	Desirable
QUALIFICATION	Child Protection qualification or willingness to undergo appropriate training	
KNOWLEDGE All 'S' criteria	<p>A knowledge of the issues facing primary/secondary school aged pupils with a focus on raising achievement in school.</p> <p>Knowledge of school organisation structure.</p> <p>Good knowledge of CPOMS</p>	<p>Knowledge of the Healthy Schools agenda</p> <p>Knowledge of PSHE and pupil support strategies</p>
APTITUDE	<p>Ability to work as part of a multi-disciplinary team;</p> <p>Ability to relate positively to young people with behavioural, emotional and learning difficulties;</p> <p>Willingness to work constructively within schools;</p> <p>Ability to relate to people across a wide age and ability range and from diverse social cultural, racial and ethnic backgrounds;</p> <p>Ability to fit in with and to enhance the work of existing teams within the school;</p> <p>Ability to identify potential barriers to learning and jointly engage in strategies to overcome those barriers.</p>	<p>Ability to lead whole school initiatives and developments</p>
SKILLS	<p>Ability to apply effective strategies to enable pupils to succeed in school;</p> <p>Ability to develop materials and resources for the development of work programmes to support the educational, social and developmental needs of young people;</p> <p>Ability to build effective working relationships with pupils and school staff.</p>	

	Good written and oral communication skills Good interpersonal skills Good IT skills	
<p>EXPERIENCE</p> <p>All 'S' criteria</p>	<p>Experience of working with young people, preferably in a school;</p> <p>Experience of working with young people who may be in difficult circumstances, distressed or who display anti-social behaviour;</p> <p>Experience of team working with other staff drawn from different disciplines;</p> <p>Experience of monitoring and evaluation.</p> <p>Experience of relevant software packages used to record and monitor attendance</p>	<p>Experience of line managing a team within a school context</p>
PERSONAL QUALITIES	Ability to create and maintain good relationships and work effectively with people at different levels of seniority.	
CIRCUMSTANCES	Willingness to participate in training, as required and where relevant.	
<p>EQUAL OPPORTUNITIES</p> <p>All 'S' criteria</p>	<p>A commitment to the main aims and objectives of the school</p> <p>An awareness of equal opportunities issues generally and specifically of how they relate to this area of work.</p> <p>Commitment to implement the Council's Equal Opportunities Policies.</p>	