

Special Provision Partnership



Pastoral Manager

Grade 9

Job Description

Purpose of the Post

Under the guidance of the Associate Executive Principal (PDBA), you will secure the welfare needs of children through your leadership and management of the Pastoral Welfare and Pastoral Care teams. As a member of the Senior Leadership Team you will oversee issues related to welfare, behaviour and attendance. You will:

- Lead in implementation of safeguarding, behaviour and attendance policies, training and procedures
- Act as the school's Designated Senior Leader for Safeguarding and Attendance
- Ensure a timely, robust and appropriate response to welfare issues including behavioural difficulties, disaffection, poor attendance and medical concerns through both direct work and your leadership of Pastoral Welfare Leaders and Pastoral Care Workers
- Establish effective and collaborative relationships with other professionals to secure regular attendance and safeguarding of pupils through a broad range of strategies and interventions
- Be an advanced TeamTeach trainer

Key Result Areas

Pupil Welfare

The post holder will:

- Lead the admissions process once a child's place has been agreed
- Lead in the arrangement and management of travel and transport plans
- Manage and respond to internal referrals in respect of pupils whose behaviour, welfare or attendance is causing concern
- Advise on, coordinate and administer programmes of additional targeted support for pupils with welfare concerns
- Maintain accurate and confidential records including referrals, case-logs, meeting minutes and progress reports
- Lead and develop the school's student council
- Act as the school's Designated Senior Leader for Safeguarding and lead the school in all associated areas
- Act as the school's Attendance and Pupil Support Officer and lead the school in all associated areas
- Act as an advocate for pupils in difficulty at meetings, as required
- Assist in the leadership and implementation of the school's Behaviour for Learning policy
- Effectively respond to the welfare support requirements of pupils through efficient casework management practices specifically involving parents and careers

Parent Links

- Lead in the establishment and maintenance of closer links between school, parents and other agencies
- Encourage parents to participate fully in their child's educational and personal development through a range of systems and initiatives
- Work with families who require additional support putting in place agreed programmes to help improve the welfare of children
- Carry out home-visits and attend and lead meetings in a range of settings

Organisation and Monitoring of Support Strategies

- Contribute to the overall ethos, work and aims of the school

- Train and fulfil the role of Designated Safeguarding Lead
- Assist in the training and development of staff as appropriate
- Provide leadership advice and support for staff in respect of relevant policies and procedures, for example, safeguarding, behaviour and attendance
- Lead in the development of personal, pastoral support programmes for individual pupils in collaboration with parents, carers, staff members and relevant agencies
- Oversee the implementation of support packages including the delivery of 1:1 interventions and group work
- Monitor the success of support programmes and make adaptation when required
- Monitor and advise on physical intervention techniques and provide appropriate, recognised training and support for staff as required
- Assist, advise and support staff in establishing, maintaining and delivering behaviour management approaches and systems
- Ensure robust monitoring of identified areas and advise the leadership team on trends, making suggestions for development
- Maintain appropriate records of the organisation and monitoring of pupil welfare, as required, and advise the Leadership Team as appropriate
- Contribute to the school's Self Evaluation Process and School Improvement Plan in areas of pupil welfare, undertaking relevant Quality Improvement Activities
- Oversee the organisation and effective development of the Student and Parent Councils
- Carry out break-time, lunch-time and other supervision duties as required
- Work alongside and within the structure of the Senior Leadership Team in all aspects of Senior Leaderships within school
- Responsible for the management of specific budgets and for accounting and expenditure of that money
- Maintain accurate records and meeting minutes for all multi-agency work and involvement with pupils
- Report to the leadership team and Governors as required
- Ensure the speedy and appropriate transfer of information relating to welfare concerns so that pupils are appropriately supported

Staff Management

- Oversee the work undertaken by Pastoral Welfare Leaders and Pastoral Care Workers through the coordination of day-to-day activities; performance development and review; and support and supervision processes
- Ensure that there is an effective support staff structure in place to meet school development requirements, identifying and delivering training and development opportunities
- Ensure all staff have a clear understanding of the school's policies and procedures and that they carry out their duties in line with these policies and procedures
- Model the management of effective home-school-professional relationships including appropriate support and challenge

Liaison with Other Agencies

- Liaise with outside agencies such as SEN, Social Care, the Educational Psychology Service and school nursing team to develop and oversee appropriate support packages for pupils
- Keep school fully informed of the nature of contacts made and how each agency impacts on the progress of pupils
- Maximise the use of resources available from outside agencies in order to formulate the most effective strategies for addressing pupils' needs including signposting for parents

Responsible to: Principal (Associate)

Employee Supervision: Support Staff

Please note that due to the sensitive nature of this post, the post holder is expected to be unrelated to children at the school.

Knowledge, experience and skills:		E/D
E = Essential D = Desirable		
Experience		
1. Extensive work experience within an appropriate setting, including working with vulnerable children and their families.		E
2. Experience of leadership and management of staff.		E
3. Experience of dealing with pastoral and welfare issues.		E
4. Experience and knowledge of the team teach or willingness to undertake training in this area.		E
Knowledge		E
5. Knowledge of child development, attachment difficulties and SEN conditions, in particular ASD, ADHD and ODD.		E
6. Knowledge and experience of working with a wide range of support agencies and services and the ability to develop and sustain arrangements for joint working.		E
7. Knowledge of the Education Healthcare Plan and Common Assessment Framework and ability to supervise staff using the framework.		E
8. Full working knowledge of relevant safeguarding, child protection, equality and health and safety policies, codes of practice and legislation.		
Skills		E
9. Ability to organise, lead and motivate staff		E
10. Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improving service delivery		E
11. Ability to identify appropriate actions and interventions		E
12. Ability to manage resources within a set budget		E
13. Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested		E
14. Ability to maintain high levels of professional integrity and confidentiality		D
15. Ability to develop and implement programmes that improve the outcomes for children		E
16. Effective use of IT for monitoring and recording		
Qualifications:		E
17. GCSE English/Maths grade A to C or equivalent.		E
18. National Professional Qualification in relation to the welfare of children and young people.		E
19. Degree or relevant higher education or advanced vocational qualification equivalent or able to demonstrate ability to work at this level		D
20. Leadership qualification.		E
21. Commitment to all CPD offered.		
Behaviours and expectations:		
All staff members are expected to adhere to and promote professional standards including the Trust and Academy's code of conduct and values.		
General:		
The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the Academy and the wider Trust community.		
You will be expected to carry out your duties in line with the Academy's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.		

You will be required to work at any premises which the Trust currently has or subsequently acquires or at which it may, from time to time, provide services.

You will be expected to travel throughout the borough and wider area and will, therefore, have access to a vehicle with appropriate Business Insurance. There may be a requirement to transport pupils from time to time, subject to appropriate risk assessments being in place.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

5 February 2020