



JOB DESCRIPTION

INTRODUCTION

NAME OF POST HOLDER:

Post Title:	PASTORAL MANAGER
Post Purpose:	To support the academic and personal development of all students in a Year during their time at Studley High School.
Reporting to:	The Head of Year, Senior Leader and Headteacher
Responsible for:	Pastoral support to all students.
Liaising with:	All staff, parents/carers, external agencies.
Working Time:	37 hours a week term time only. 8.00am – 4.00pm Monday – Friday
Salary/Grade:	
Disclosure level	Enhanced

Studley High School Aims & Values:

Studley High School, Warwickshire; a comprehensive school where students of all abilities can develop and thrive as individuals and as part of a community. We encourage all students to understand that belief in oneself, when combined with integrity and 'doing the right things in the right way' will lead to success.

We promote excellence in all that we do so that everyone at Studley High School can support the school aims in:

- Promoting high expectations of all
- Encouraging mutual respect, support and trust so that all can achieve their best
- Maintaining a place where honesty, openness and fairness lead to outstanding relationships
- Developing high levels of self esteem
- Ensuring belief, self-confidence and resilience is celebrated in our students
- Always aiming higher and being ambitious for the future
- Promoting high levels of wellbeing for all
- Developing curious citizens who can communicate effectively and embrace technology
- Demonstrating the Studley Values in their day-to-day experience

It is paramount to the success of students that they are prepared fully for the challenges and opportunities that await them as they move on to post 16 life. We work hard to equip students with the skills and character attributes to thrive and make positive contributions to society. In a world where technology and social dynamics are ever evolving we are committed to preparing students to embrace and adapt to change.

Our values:

Adaptable | Aspirational | Charitable | Creative | Independent | Mature | Resilient | Selfless



RESPONSIBILITIES

Support standards

- Provide support and advice to students in line with promoting their personal development, behaviour and welfare.
- Respond to and take steps to resolve relationship issues between students and develop their social skills and self-management techniques.
- Provide general student support outside of the classroom.
- Follow up attendance matters, including for agreed target students and contact or meet with parents/carers – this will include home visits when required in own car.
- Collect and collate statements relating to incidents, following up directly when appropriate
- Issue, collect and follow up individual target cards for identified students and to monitor students on amber target cards.
- Contribute to pastoral support plans.
- Be aware of and comply with policies and procedures in relation to child protection and all aspects of safeguarding children
- Become a Deputy Designated Safeguarding Lead.
- Attend case conferences as directed by the Designated Safeguarding Lead.
- Supporting students who are absent for longer than usual periods of time due to e.g. illness, bereavement etc.
- Ensure that work is sent home if appropriate.
- Continuing the support on the student's return to school.
- To complete referrals for student to outside agencies for support as requested.
- To monitor new in-year students especially in terms of induction. Contacting previous schools to gather appropriate information.
- To escort students to and from lessons when appropriate e.g. from a classroom to a referral room.
- To liaise with the Student Support Centre Manager and SENCo.
- To carry out background information regarding incidents, record these on the appropriate forms and make appropriate decisions with respect to referral of these incidents.
- Update student records e.g. behaviour log online where appropriate, student files etc.
- To attend relevant courses where appropriate.
- To support students with problems including support in the classroom where possible.
- To be aware of "vulnerable" students and to monitor their well-being and academic progress.
- Liaise with Attendance Officer and Assistant Headteacher to support the attendance of vulnerable students.

Communication & liaison

- Be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate and referring to other staff for action.
- Ensure contact is made to parents/carers whenever incidents are dealt with – e.g. bullying, racial incident files.
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files.
- Arrange for work to be set and collated for exclusion and other student absence.
- Seek reports on student progress from staff.
- To contact students with messages relating to lessons, messages from home, collecting information from form tutors etc.
- To speak to parents/visitors relating to student support
- Arranging for appropriate times for meetings with staff between parents, students and external



agencies as needed

- To liaise with the school's Attendance Officer to identify specific areas of concern or where progression is needed with regard to absence/lates.
- To communicate effectively with all staff within the school.
- To follow agreed policies for communications in the school.

General

- To respect the confidential nature of information in relation to the school and students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school
 - to promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings.
- To assist with the organisation of celebration assemblies and rewards trips/events with the Head of Year.

STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support actively the Trust and Studley High School's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To Comply with the Trust GDPR policy
- To comply with the Trust Staff Code of Conduct

COMMITMENT TO SAFEGUARDING CHILDREN

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
 - Having awareness of the school safeguarding policy and procedures regarding child protection.
 - Become aware of the signs and symptoms of abuse by attending relevant safeguarding training.
 - Understand and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation, Online Safety and you must adhere to the filtering and monitoring protocols.
 - Report all causes for concern to the Safeguarding team using detailed and accurate information.
 - Ensure the safety of all students in the school learning environment both indoor and outdoor.
 - It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

EQUALITIES

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum, to standards required by legislation
- To understand and comply with the Equal Opportunities Policy.



- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

SIGNATURES

The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated
[Associate Staff]

Dated
(Headteacher)



	<ul style="list-style-type: none"> • Ability to present confidently and competently at meetings or training sessions • Ability to monitor the students response to intervention and where appropriate, modify or adapt the activities to achieve the intended outcomes • Ability to manage the quick and successful transition of students starting at or leaving the school • Ability to work within and apply all school policies eg behaviour management, safeguarding, health and safety, equal opportunities 	<p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p>
Training	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the school and external providers, to further own knowledge 	AF/I
Other	<ul style="list-style-type: none"> • Use of own car with business insurance • Ability to act as an appropriate role model • Personal and emotional resilience • Tenacity • Willingness to maintain confidentiality on all school matters • An understanding of data protection and confidentiality 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>