TREVELYAN MIDDLE SCHOOL – Job description

Job title	Pastoral Manager
Pay and conditions	Salary: Pioneer Grade: SO2, Range 31 - 35 Term Time only (38 weeks) plus 2 days 37 Hours per week: Monday to Thursday: 8:30am – 4:30pm. Friday: 8:30am – 4.00pm; 30 minutes for lunch for lunch to be taken outside of the pupils' lunchtime (unpaid)
Line Managed by	Member of SLT
Notice Period	13 Weeks

JOB PURPOSE

- Promote and ensure student welfare for all and especially for those with specific wellbeing or pastoral needs.
- Remove barriers to learning for all students through to development of pupils' personal development and bettering pupil wellbeing.
- Provide a programme of planned interventions (including wellbeing, behavioural and mental, emotional and physical health) to support students to access learning and make exceptional progress
- Line manage the Student Support Coordinator, including their induction, training, motivation and appraisal
- Liaise with, and manage the contribution of external agencies, providers and workers including counselling, services supporting behaviour and social services
- Collaborate with the SENCO to ensure effective educational provision and appropriate rates of progress and attainment for those students with additional or specific needs relating to SEMH or other SEN pupils with additional vulnerabilities.
- To deputise for the Designated Safeguarding Lead (Deputy Designated Safeguarding Lead) and lead responsibility for safeguarding and child protection
- Providing support and advice to curriculum leaders and their teams in the development of appropriate strategies, methods and resources for differentiation and promote inclusion for all with a particular focus on SMSC and PHSE.
- Contribute to the overall ethos, work and aims of the Trust

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Strategic and Operational Duties of Pastoral Manager:

- Design, coordinate evaluate the whole school strategy for Wave 1, 2 and 3 pastoral interventions to meet the needs of individual students and groups of students, ensuring barriers to learning are removed and all pupils' wellbeing and mental health is promoted and improved;
- Liaise with external agencies and support workers (e.g. counsellor) to direct effective intervention and support for students;
- Lead and manage the Student Welfare Coordinator, ensuring their work is carried out efficiently and effectively;
- Coordinate, direct and conduct effective communications with parents and/or carers in order to support pupil wellbeing, home/school relationships and in responding to safeguarding matters;
- Create, deliver and evaluate a programme of CPDL relating to pupil wellbeing and mental health;
- Contribute to in-service training for teachers, support staff and trainees;
- Assist teachers/SENCO in writing and monitoring Individual Education Plans (IEPs) or equivalent and Educational, Health and Care Plans (EHCP);
- Develop and implement the system for monitoring individual pupils' pastoral needs in school, liaising as appropriate with SLT; parents; form tutors; teachers; and Head(s) of Year;

- Keep abreast with recent policy developments, statutory guidance and the latest action research, ensuring that such information is disseminating to all stakeholders;
- Evaluating SEMH and other wellbeing needs in order to identify relevant services as available under the Local Offer, submitting and monitoring timely referrals for the pupils and their families;
- Supporting curriculum leaders, in particular PHSE and those with strong SMSC links, in the development of their curriculums to best ensure effective personal development;
- Raise the profile and be an ambassador for pupils with particular vulnerabilities, providing guidance to teachers and others in how to most effectively support this group in their learning and development;
- Co-ordinate and deliver assemblies for pupils in school on topics linked to the role;
- Liaise with appropriate authorities and Head of School/ Head teacher and/or Head of Year on matters relating to attendance and managed transfers;
- Co-ordinate the effective transfer of information for vulnerable pupils joining and leaving the school including those with safeguarding concerns;
- Contribute to the writing and/or review & update of relevant policies and procedures;
- Be responsible for the induction of new staff in matters relating to child protection and safeguarding.

Safeguarding:

- Manage Early Help cases as the lead professional;
- Manage the school-wide safeguarding reporting system, monitoring and categorising incident logs and directing appropriate responses;
- Deliver and evaluate the programme of CPDL relating to safeguarding and child protection matters, including delivery of statutory training in line with the trust calendar.

Duties of Deputy Designated Safeguarding Lead:

- Deputise for the DSL;
- Contribute to child protection and safeguarding meetings, including core groups; children protection review meetings; child in need planning & review meetings; and LAC meetings;
- Develop, share and promote good practice in the reporting of safeguarding concerns;
- Co-ordinate and direct a response to safeguarding incidents where there is an immediate risk of harm;
- Manage referrals relating to cases of suspected abuse to the appropriate bodies as required;
- Refer cases to the Channel programme where radicalisation is a concern;
- Refer cases to appropriate bodies where a person is dismissed due to risk/harm to a child;
- Inform the Head of School/Head Teacher of issues especially under section 47 of the Children Act 1989 and police investigations;
- Lead on Prevent awareness training;
- Contribute to reviewing the Child Protection and Safeguarding Policies annually;
- Maintain accurate and up-to-date records of all child protection and safeguarding files and arrange secure transfer of files, as necessary.

Administrative:

- Ensure that all administrative / clerical duties, checks and documentation are completed to the required level of accuracy including photocopying, filling and returns;
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports;
- Produce and maintain child protection and safeguarding case studies.

Professional competence and behaviour:

- Maintain professional knowledge and competence;
- Provide a professional, up-to-date and purposeful service;

- Be responsible for their own professional practice and decisions and take responsibility for identifying and meeting their own development needs.

Ethical standards and integrity:

- Establish, maintain and develop professional relationships based on confidence, trust and respect for all colleagues and stakeholders;
- Demonstrate sensitivity for students' and stakeholders' practices, culture and personal beliefs;
- Advance employment and professional practices that promote equality of opportunity, diversity and inclusion;
- Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

General:

- Attend relevant meetings and training sessions;
- Attend school events as required;
- Assist in escorting students on educational visits and to participate in extra-curricular activities as required;
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation;
- Invigilate school and public examinations and tests as required;
- Cover for absent colleagues, as directed;
- Undertake first aid training and responsibilities as required;
- Provide an effective first aid service when required to staff, students and school visitors at Trevelyan Middle School as required and ensure that the school meets its legal requirements under the Health & Safety at Work in act including:
    - Making accurate and appropriate recordings of all first aid cases
    - After making an initial evaluation and assessment, dealing with and recording minor first aid incidents
    - Contacting parents as required
    - Attending appropriate training when required and ensuring you hold a valid first aid qualification while working as part of the first aid team
    - Liaising with the Ambulance service, other emergency services and parents/guardians as necessary.

SAFEGUARDING

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service checks.

ADDITIONAL DUTIES

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example;
- To actively engage in the appraisal process;
- To continue personal development as agreed.

ADDITIONAL NOTES

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

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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 shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.