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| **POST TITLE: Pastoral Support Manager** |
| **OVERALL PURPOSE OF THE POST** |
| To work collaboratively with, and in support of, Pastoral and Learning Leads, Heads of Faculty and the Student Welfare Team to provide comprehensive care, support and guidance for students in order to ensure they meet the academy’s high expectations and attitudes to learning, behaviour and attainment. To carry out duties and responsibilities in accordance with the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Support for students*** Support and safeguard all students working alongside the DSL/DDSL and multi-agencies
* Support students whilst recognising and responding to their individual needs
* To guide and support students to safely and successfully manage face to face and on-line relationships with peers
* Work within an established Behaviour and Rewards Policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Maintain standards of uniform and general appearance
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Provide objective and accurate feedback and reports as required on individual students
* To guide students on welfare issues
* Promote the inclusion and acceptance of all students within the classroom
* Compilation of reports and completion of referral forms for specific students
* Supporting the role of parents/carers in students’ learning and contribute to/lead meetings with parents/carers to provide constructive feedback on student progress/achievement, behaviour and attitudes
* To act as a link person between home and the academy
* Praise and reward students for their achievements and take a proactive role in tutor time and assemblies
* To help to organise and administer appropriate rewards and sanctions
* To liaise and seek involvement, as appropriate, from parents/carers, teachers, Student Welfare Team and external agencies in relation to the welfare of individual students
* Contribute as required to consultation evenings, staff meetings, assemblies, celebration evenings and other activities
* To accompany colleagues to home visits where needed
* Work closely with the Pastoral and Learning Lead to promote the highest standards and expectations

**Support for the curriculum*** Review student progress and behaviour by analysing monitoring data
* Where necessary, provide support for teaching staff on behavioural issues
* To work within existing procedures in order to combat absenteeism across the academy including formulating action plans for students that are severely/persistently absent
* Advise on appropriate deployment and use of specialist aid/resources/equipment
* Supervise students placed in Internal Seclusion as required on a rota basis
* Monitor students across the curriculum to ensure they are accessing learning opportunities effectively

**Support for the Academy*** Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; reporting any concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Promote our academy equality and diversity objectives
* Contribute to the overall ethos/work/aims of the academy
* Establish constructive relationships and communicate with other agencies/professionals to support the achievement and progress of students.
* Take the initiative, as appropriate, to develop multi-agency approaches to supporting students
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Work alongside members of staff and teams including Heads of Faculty, Inclusion Team, Safeguarding Team and Student Welfare Team to ensure the delivery and on-going development of the pastoral system
* Create a positive climate where students aspire to be the best that they can be and believe in themselves
* To ensure equality of opportunity is afforded to all persons both internal and external to the school, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
* Foster a service orientated ‘can do’ approach and culture of support within teams ensuring that there are mutually supportive working relationships between teaching and associate staff
* Work under the direction of the Pastoral and Learning Lead
* Work proactively with enthusiasm and be solutions-focused
* Undertake any reasonable requests as directed by the Principal/Associate Principal.
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| **OTHER** |
| All ACET staff are expected to:* Appropriately maintain the confidentiality of the working environment
* Promote and support the aims, ethos and vision of the academy/trust
* To comply with all ACET policies and procedures
* To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974
* To understand and comply with procedures for the emergency evacuation of the school
* To work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable students to achieve
* Work in other ACET academies, as required (with travel payment if appropriate).

*The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |