



Job Description Pastoral Welfare Manager

School	Asquith Primary School
Job Title	Pastoral and Welfare Manager
Grade	SO2
Conditions Of service	NJC
Responsible To	the Head Teacher
Responsible For	Pastoral Welfare, Behaviour, Break/Lunchtime/Extended Schools Provision, Safeguarding and Attendance

Job Purpose:

To take a lead role within the school to help pupils to overcome barriers to learning both inside and outside of the school, in order to enable them to reach their full potential, by: -

- taking a lead role in the **safeguarding** provision across school – acting as Deputy DSL
- leading on **attendance** - driving the attendance agenda to ensure children arrive punctually, school attendance at least meets national standards and persistent absence improves
- taking a lead role in the **management of behaviour** across school
- being the **Well-Being Champion** – promote, identify and signpost children and their families to local and national health and wellbeing support
- providing effective **co-ordination and management of school playtimes, lunchtimes and oversight of the school's extended day provision** (Breakfast & After-School clubs). This will, on occasion, require some flexibility in working hours.
- providing effective **co-ordination and management of First Aid and other medical provision**.

Responsibilities:

- Be responsible for dealing with issues of **behaviour, safety, well-being and attendance** by investigating and resolving pastoral incidents such as poor behaviour, lateness, poor attendance, bullying and friendship break-ups.
- To work alongside the SENCo and teaching staff to identify and assess pupils who would benefit most from additional support to overcome barriers to learning inside and outside school.
- To work with the SENCo and teaching staff to co-ordinate the approach to support targeted pupils to raise achievement and provide support to enable them to overcome barriers to learning.
- Develop, implement and deliver action plans and interventions for targeted pupils who need particular support.
- To develop a 1:1 relationship with pupils requiring particular support with the aim of addressing points defined in their action plan and engaging them with activities and opportunities.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- To challenge and motivate pupils, promote and reinforce self-esteem.



- Monitor the implementation of all plans and interventions and provide feedback to the pupils of progress and achievement.
- Maintain accurate records and prepare written reports and evaluations for stakeholders.
- Maintain regular contact with families / carers of targeted pupils to keep them informed of the student's needs and progress, and to secure positive family support and involvement and support pupil attendance
- To complete referrals to secure external support for targeted pupils and families through the Cluster where appropriate.
- To lead on Early Help Plans where appropriate
- To work with agencies to support any Child Looked After in school.
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils.
- To sign-post families to relevant parenting support and information.
- To be fully committed to safeguarding children at all levels.
- To act as Deputy Designated Safeguarding Lead and assist the Designated Safeguarding Lead with CP issues, including the management of confidential records and attendance at meetings
- To assist pupils and families new to the country and the school in understanding the education system, school routines and how best they can support achievement.
- To promote the school's Healthy Schools agenda.
- To network with other pastoral staff within the Cluster to share ideas and best practice.
- To assist with the secondary transition process and to work with parents/carers and pupils to ensure their understanding and requirements of the process.
- To carry out and complete the administrative duties as are relevant to the role.
- To ensure CPOMS is used to record all incident of poor behaviour and causes for concern across the school providing reports for monitoring and evaluation purposes as required to feed into general school reports.
- To complete harassment and incident reporting to the relevant authorities as required.
- To be responsible to the Headteacher for the effective supervision and management of pupils in and about the premises and site of the school during break times. This includes the line management of midday staff.
- To provide a varied menu of activities at break times and lunch times
- To be responsible for developing programmes for children to take place out of school hours at the Extended School provision when required.



- To act as an Educational Visits Lead, organising residential trips and carrying out Risk Assessments to be uploaded to Evolve.
- To monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families.
- Liaison with external agencies, such as Children Social Work Services, health professionals and Attendance Improvement Officers to support pupils.
- To participate in the process of pupils being admitted or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school.
- To ensure that all medical information is kept up to date and all staff are aware of any children with medical needs.
- To write health care plans for children with medical needs in consultation with the SENDCo and other medical professionals, and to ensure that staff have the necessary training to implement plans
- To act as staff wellbeing lead

Line Management Responsibilities (where appropriate)

- To line manage other members of the Inclusion Team
- To undertake appraisal for all line managed staff
- Monitor performance of line managed staff and manage in line with objectives set
- To identify training, development and resource needs of identified staff and organise in line with school policy
- Organise the deployment of the Inclusion Team (where appropriate) to support vulnerable pupils
- Liaise between Leaders/teaching staff and support assistants
- Hold regular team meetings with managed staff
- Represent members of the Inclusion Team at teaching staff / leadership / other appropriate meetings.

Generic responsibilities which would apply to all Job Descriptions:

- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.



- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Note

This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Job Description Content Prepared / Reviewed by:

Name _____ Designation _____ Date _____

Signature of Post holder: _____ **Date:** _____

Signature of Headteacher: _____ **Date:** _____