

## Job Description Pastoral Support Manager

<b>Reporting to:</b>	Vice Principal
<b>Liaising with:</b>	This post involves working closely with Heads of Department and Heads of Year as well as the wider student support teams
<b>Grade/Salary:</b>	Band 4 (£22,129 to £24,920)
<b>Hours of work:</b>	37 hours per week (39 weeks per year)

### Core Purpose:

- To manage and effectively run the pastoral support in school;
- To lead and manage the student support systems in school;
- Provide mentoring support to targeted students;
- To administer the school's behaviour systems, adhering to school policy & procedure;
- To manage the Zacchaeus Room, creating the rota and laying out expectations ensuring it remains a place of learning with excellent behaviour at all times;
- To work on a strategy to ensure repeat offenders in isolation and on-call are limited in number;
- To ensure records are appropriately accurate, detailed and confidential;
- To implement and promote the school policies;

### Specific areas of responsibility and key tasks:

- To provide the initial point of contact and day to day guidance and support for students within a defined year group(s);
- To work with the Vice Principal and external agencies in the identification of vulnerable students;
- To plan and manage a co-ordinated pastoral support programme for students and their families;
- To encourage active participation of children/parents/carers with other professional staff who provide support;
- To liaise with the Designated LAC member of staff and manage the process in accordance with DCC guidelines;
- To organise and lead meetings for students on their caseload;
- To attend case reviews and/or case conferences as required and to prepare reports as necessary;
- To complete Starting Point referrals as required;
- To liaise with the Inclusion Room manager and Attendance Officer to manage the re-integration of school refusers back into full-time mainstream school;
- To work with the School Attendance Officer and Heads of Section, following the school attendance policy, to identify students and families who need input and early intervention to build good habits of school attendance;

- To establish, develop and maintain relationships with students, parents, school staff and other agencies in order to examine joint issues experienced by students which might prevent them from attending school and/or achieving their potential;
- Liaise with Curriculum Leaders, SLT, Heads and Assistants Heads of Year, Teaching Staff, Learning Support Staff, Learning Mentors, Chaplaincy and the Senior Mental Health Worker as necessary;
- To undertake home visits to identify barriers to education and provide appropriate support for families;
- Work with appropriate staff to identify ways of motivating the students to remove any barriers to progress;
- Provide targeted support to reintegrate excluded students back into class;
- Provide information and reports to outside agencies as requested;
- Keep accurate records relating to contact with students and families and use these to inform an appropriate course of action;
- Provide accurate records relating to contact with students and families to the School Attendance Officer, to aid preparation for statutory legal action;
- Provide regular reports to the line manager on the progress of the identified caseload;
- Provide specific information for, and contribute to, Statement Reviews, Exclusion Hearings, PSPs, MEPs, Child Protection Conferences and other reviews as required;
- Deal with difficult situations and/or individuals in a confidential, calm, fair but effective manner;
- Liaise with SLT/Vice Principal/Teachers and External Support Agencies including Social Care;
- Meet regularly with SLT/Vice Principal/Teachers and take part in planning meetings and INSET days as required;
- Take part in training activities to further knowledge;
- To be trained as a safeguarding lead and deputise for the Designated Safeguarding Lead as required;
- To carry out any other tasks deemed necessary by the Headteacher;

### Supplementary Duties

- Attend Year Group Parent Evenings
- Attend Networking meetings as appropriate

*The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*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.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification Pastoral Support Manager

<b>A Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level of numeracy and literacy sufficient to carry out the duties of the posts.	Y	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	Y	
Commitment to ongoing professional development	Y	

<b>B Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people in an educational environment.	Y	
Experience of using word processing and spreadsheets	Y	
Awareness of confidentiality issues linked to home/student/staff/school	Y	
Experience of working with young people	Y	
Awareness of the statutory frameworks relevant to their role	Y	
Awareness of policies and procedures relating to child protection, health and safety, equal opportunities, confidentiality and data protection	Y	
Experience of dealing with challenging behaviour	Y	
Excellent behaviour management skills	Y	
Good knowledge and understanding of effective record keeping and sound administrative skills	Y	

<b>C Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good administration, time management and self-motivation skills.	Y	
Willing and able to deal with people from a variety of backgrounds.	Y	
An understanding of how students learn and the potential barriers to learning.	Y	
Willing and able to participate in further training for this post.	Y	
Willing to take part in an ongoing process of personal development and review	Y	
Willing and able to deal with disruptive students, e.g. on truancy patrols, aggressive behaviour etc	Y	

### C Professional Knowledge and Skills

Essential

Desirable

Must satisfy relevant pre-employment checks	Y	
Excellent planning and organisation skills	Y	

### D. Personal Attributes

Essential

Desirable

Willingness to support Catholic life in schools	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

### E. Safeguarding & Equality

Essential

Desirable

Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	Y	
Aware of equal opportunities in relation to this role	Y	

