

Job Title	Pastoral Support Manager
Line Manager(s)	Head of Year
Responsible for	Pastoral, welfare and achievement of learners in a designated year group
Salary Scale	NJC Points 23-25 (£24,169.90-£25,770.31)
Hours	37 hours per week, term time only plus 5 days

Key Purpose of Role

- To provide a comprehensive service which operates within the aims and mission statement of the school
- To effectively co-ordinate, administer and operate the pastoral welfare of learners in a particular year group
- To support and promote the achievement of individual learners in a particular year group
- To be the first point of contact for parents/carers
- To develop an ethos of study, high standards in learning and participation
- To support the Head of Year in organising events for particular year groups

Key Areas of Responsibility

- Attendance/punctuality
- Pastoral welfare
- Learner achievement
- Rewards and sanctions
- Liaison with parents/carers/inside and outside multi-agents
- Liaison with other professionals in school

Job Description

To secure the highest levels of student achievement, behaviour and participation:

- Report to, communicate and co-operate with and liaise closely with the designated line managers
- Take part in appropriate meetings and conferences with Line Managers, when appropriate, to support staff and external agents as and when required
- Liaise closely with subject leaders, subject teachers and form tutors
- Liaise closely with the SENCO
- Liaise closely with parents
- Liaise with appropriate external agents as and when required

Under the leadership of the Head of Year and Assistant Headteacher:

- Use form time to check on the attendance and punctuality of individual students including the administration for Fixed Penalty Notices
- Complete work which promotes good attendance during the first part of the day, including occasional home visits, monitoring pupils in alternative education and working closely with the Education Welfare Officer
- Complete Common Assessment Frameworks and attend Family Action Meetings as required

- Support Acts of Worship and other agreed processes
- Play a significant role in Safeguarding the pupils under the direction of the Designated Safeguarding Lead
- Set the tone for a positive working experience
- Create a positive year group identity and ethos
- Take part in and support positive, powerful and inspiring year group assemblies
- Implement appropriate rewards and celebration events
- Ensure that students from the year group contribute to the Student Voice
- Liaise with other staff who co-ordinate and administer appropriate sanctions e.g. detentions.
- Apply equal opportunities policies, challenge stereotypes, bullying and harassment following all school policies
- Provide a presence for the year group in the Year office throughout the day including break and lunch times
- Manage the attendance of students in the designated year group
- Provide a mentoring service to students in the designated year group
- Attend CLA review meetings and contribute to PEPs for the CLAs in the designated year group
- Support preparations for parents' evenings as required throughout the year
- Take an active part in Year 6 transition activities as required

Under the direction of the Head of Year with support and guidance from the Assistant Headteacher:

- In collaboration with other appropriate professionals, when necessary, remove as far as possible the barriers to learning for individuals, groups and cohorts (for example attendance, punctuality, truancy, behaviour)
- Encourage student participation in extra-curricular events/activities and enrichment opportunities
- Work from a secure base (office) to safeguard records, conduct interviews and complete student business
- Comply fully with the Data Protection Act, safeguarding student/parent/family confidentiality and Child Protection

Other areas of responsibility

- Keep up to date with current trends in all matters relating to the pastoral welfare and achievement of students
- In collaboration with colleagues to support the delivery of the Transition Summer School
- Attend all relevant staff training
- Continue to develop professionally by taking part in appropriate CPD courses
- Complete any reasonable request from line managers and the Headteacher
- Contribute to the school's website and VLE
- Support the Head of Year in organising year group events.

This job description is subject to review and elements can be negotiated to suit the requirements of the individual applicants.

The school 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 a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

	Essential	Desirable	Evidence Source
Knowledge			
Relevant training for working with young people aged between 11-19	✓		A
Appropriate and current knowledge, training and experience of safeguarding children	✓		A/I
Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓		A/I
Qualification or accreditation in a relevant subject or area		✓	A
Knowledge of the range of additional support/agencies available for students		✓	A/I
Experience			
Experience of working with young people aged 11-16 with a wide range of needs and backgrounds	✓		A
Experience with working with external agencies	✓		A
Experience of working in a secondary school setting		✓	A
Skills/Abilities/Competencies			
Ability to communicate effectively with students, parents, school staff and multi agencies	✓		A/I
Ability to work autonomously and as part of a team.	✓		A/I
Good organisation, time management, communication and interpersonal skills.	✓		A/I
Ability to find creative and imaginative solutions to problems	✓		A/I
Ability to use ICT to support and monitor pupils' needs and circumstances	✓		A/I
Ability to find creative and imaginative solutions to problems		✓	A/I
Special Attributes			
An ability to fulfil all spoken aspects of the role with confidence through then medium of English	✓		I
Adaptability and a professional approach to the responsibilities of the post.	✓		A/I
Supportive of the Catholic ethos of our school	✓		A/I

A: Application

I: Interview