



**Pastoral Manger**

**Job Description & Person Specification**

**Salary: Salary FTE £27,741.00**

**Pro Rata actual salary £25,469.00**

**Hours: 36.5 hours per week Term Time Only plus 2 weeks**

**Job Description**

- To support class teachers by assisting in classroom management and by providing supervision and support with behaviour management.
- To act as family liaison support, making home visits where required to develop and maintain relationships with school and home.
- To share good pastoral and behaviour management practice with colleagues and engage in reflective support sessions.
- Maintain accurate records for students and ensure that all relevant information is forwarded to relevant colleagues.
- Liaise regularly with parents/carers and preparing resources to support young people with resilience, character and behaviour for learning at home and the personal, educational and social and emotional development of every young person.
- To assist with TWA induction of new pupils.
- Undertake assisting with coaching of staff in responding to incidents and crisis behaviour.
- Assist in supporting and coaching staff in incident reporting and follow up reporting and support for staff and pupils.
- Be responsible for Anti-Bullying strategy across the school, including bullying log / racist/homophobic incidents and reporting to LA.
- Be responsible for administration of medication, storage and reporting procedures across the school.
- Planning and delivery of focused intervention sessions where required.
- To assist in developing and implementing individual educational and behavioural programmes and developing initial behaviour support plans and risk assessments.
- Monitoring of pupil attendance and liaison with family / carers to address issues.

- Assistance in monitoring of behaviour management statistics and intervention and coaching sessions with staff.
- Support the writing and fulfilment of day pastoral care systems and rota's (e.g. breaks, lunchtime, etc)
- To assist in ensuring that all policies, procedures and practices are implemented reflecting the Academy's commitment to the importance and value of the individual.
- Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation, assisting in ensuring safeguarding is covered in the wider curriculum.
- To assist in providing detailed student information to support staff in planning for individual pupils needs.
- To motivate and enable staff members to meet their full potential as effective practitioners of 'High Quality Pastoral Care'.
- To contribute as directed to the operation of the Academy's Internal Quality Assurance, Monitoring and Self-Evaluation procedures.
- Working with students to promote self-care strategies to support their mental health.
- Setting goals and creating action plans for intervention groups and individual pupils that are regularly reviewed demonstrating progress, achievement and impact.
- Monitoring the progress of students towards curriculum targets, attendance and attitude to learning.
- Celebrating success and exploring barriers with the students in order that they gain confidence and are self-reflective to enhance their progression.
- Liaise effectively with outside partners (parents, placing agencies etc) as necessary, including attendance where required at reviews and home visits, where appropriate
- Provide a high standard of support for personal, physical care for children, particularly in the areas of safety, health and hygiene.
- To provide First Aid for pupils and staff.
- To support students with medical administration as required.
- To accompany students to external activities or on educational visits as required.

**Essential Person Specification.**

- Minimum 3+ Years' experience in an SEMH setting (possibly more)
- GCSE Maths & English Grade C or above.
- Level 3 or higher qualification or equivalent qualification
- Prior knowledge of behaviour management, PBM, MAPPA or similar.
- Experience in coaching and mentoring.
- Experiencing of working with young people with behaviours that challenge.
- Commitment to and secure understanding of SEND and SEMH.
- Ability to work in partnership with Teachers, Senior Management Team and external agencies.
- Knowledge of and / or experience of using strategies to support vulnerable young people.
- A commitment to undertake further training to develop expertise.
- Effective communication and organisational skills.
- Commitment to the well-being of young people, safeguarding and child protecting.

**Desirable Person Specification.**

- Level 2/3 or higher qualification in counselling
- Experience with working alongside multi-agency / trust
- Experience of building positive relationships with families to support Academy engagement.
- Experience of working with young people across the primary and secondary age range.
- Safeguarding qualification and / or experience in a safeguarding role.

This job description may be amended at any time in consultation with the postholder.