



Job Outline

PASTORAL SUPPORT MANAGER

Responsible to: Deputy Headteacher Pastoral
Salary Grade: Scale 7 Point 19-21
Full time/Part time: 37 hours per week/39 weeks per year

Job Purpose

- To manage the day-to-day provision of a robust and supportive pastoral system to all students
- To enforce the school rules, maintain discipline and promote attendance whilst providing students with a high level of Pastoral Care.

Particular Duties of the post

- Contribute to the school's long term strategy for pastoral support
- Establish, review and refine school systems for pastoral support and behaviour management, as instructed by the Deputy Headteacher Pastoral.
- Play a pivotal role in the effectiveness and success of the school.
- Assist the Year Leader and a team of tutors in the care, welfare and academic progress of students.

Main Activities Attributable to Particular Duties

- Provide effective support in building and maintaining an effective pastoral team which is continually enhancing the quality of pastoral care within the school.
- Maintain effective methods of communication with the Headteacher, SLT members, staff, students, parents, governors, external agencies and the community.
- Produce agendas for pastoral meetings if required, chair the meetings if required, and ensure minutes are prepared and circulated. Attend regular pastoral meetings.
- Promote positive behaviour by reinforcing the school's Behaviour for Learning Policy, liaising with colleagues as necessary and offering support as required.
- Inform colleagues, when appropriate, about social or behavioural issues or changes affecting students with behavioural difficulties. Give teaching staff advice and guidance on how to deal with students and parents/carers.
- Discuss and meet colleagues, parents/carers and students regarding disciplinary incidents. Maintain clear and accurate records at all times.
- Investigate incidents fully, gather relevant information, advise and negotiate as necessary and resolve as appropriate.
- Prepare summary information for exclusion and other disciplinary meetings.
- Develop and maintain positive and constructive relationships with parents/carers to enhance learning, remove barriers to learning and maintain attendance.
- Keep up-to-date with developments and new ideas related to pastoral care and curriculum issues.
- Act as a first line of contact and make initial decisions, as appropriate, with students, parents/carers and Form Tutors on behaviour management and other issues.
- Maintain, monitor and input behaviour databases as they are developed.
- Assist the Year Leader and Form Tutors in ensuring that school uniform is worn correctly. Assist the Year Leader and Form Tutors with homework checks.
- Sign student reports when necessary and decide on initial sanctions as appropriate.

- Assist the Year Leaders in ensuring full attendance at Parents' Evenings.
- Liaise with the Attendance Officer and Year Leader/Deputy Head Pastoral regarding individual student issues and agree on initial coding as appropriate.
- Supervise students at break time and lunch time on a rota basis.
- Assist the Year Leader in ensuring full attendance at detentions.
- Assist in weekly assemblies.
- Provide assistance in the day-to-day monitoring of all students around the whole school building.
- Assist the Year Leader in the academic monitoring of all students.
- Support the Year Leader when teaching or absent.
- Attend multi-agency meetings and lead in Year Leader's or Deputy Head Pastoral's absence or when deemed necessary.
- Attend new parents' evenings.
- Supervise students and provide relevant work for vulnerable/disaffected students if work hasn't been provided by teaching staff.
- Support and manage students removed from lessons.
- Forge close links and, when required, agree strategies with multi-agencies to support students to enable them to access the curriculum successfully.
- Assist with fundraising projects for the school's chosen charity and collate funds raised. Help develop and implement a manageable rewards system.
- Work closely and confidentially with the Head of Child Protection & Partnership Working and Mental Health Coordinator in all child protection issues, making initial assessment when necessary and decision, if trained.

Safeguarding

- Triage safeguard concerns within a designated year group
- Demonstrate a commitment to keeping children and young people safe Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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