

Job Description and Person Specification



<u>Job Title:</u> Pastoral Support Manager	<u>Grade/Salary:</u> NJC20	Hours: 36 per week 08:00 to 16:00 Weeks Per Year: 38
Line Managing: N/A	Reporting to: Head of Year	
<u>Job Purpose:</u> This post is responsible for: - To promote a positive and supportive ethos in the student body - To support student development, behaviour, attitudes, attendance and safeguarding in a designated Key Stage - To support Student Learning and Progress - To support parent engagement		

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Main Duties and Responsibilities:	
Student wellbeing	- To be the daily first point of contact for students requiring support. - To record and report any matters of a safeguarding nature using the schools' systems. - To support a case load of students who require support such as mentoring, counselling and lower level safeguarding concerns. - To actively encourage interaction with parents as required. - To keep accurate and intelligible records of students, for example those with particular needs, those with adapted curriculum, those in receipt of counselling etc .. - To plan, and deliver interventions that help students build confidence, resilience so that they can manage their own dilemmas, resolve their own difficulties and prevent further problems in the future.
Attendance	- With the head of year to be responsible for high levels of attendance in the year group / key stage. - To ensure the school's target for attendance is met. - To liaise with the attendance officer to maintain accurate attendance records. - To implement interventions such as parental meetings, attendance panel meetings. - To report to the LABS panel regarding student attendance in the year group / key stage
Behaviour	- To be the first point of contact for student behaviour reports. - To apply the behaviour policy in investigating and resolving reports of poor behaviour. - To monitor the behaviour of the year group /key stage using the school's logging systems. - To make active and effective use the school rewards systems. - To conduct repair and rebuild sessions to resolve incidents and prevent future occurrences. - To support teaching staff in managing the behaviour of students in the year group / key stage. - To conduct assertive mentoring with students whose behaviour is of concern. - To liaise with external agencies - To supervise lunch and break detentions. - Monitoring students on report, seeking information such as round robins. - To provide support, guidance for other staff including teaching staff including mediations.
Parental engagement	- To be the first point of contact for parents/carers. - To develop a good rapport with parents/carers to be able to deal with difficult situations with empathy, in a calm but firm manner, in line with school policies and procedures. - To have more frequent contact parents/carers of vulnerable students, securing positive family support. - To respond effectively to parental concerns, seeking advice from the Key Stage Team where required (in writing, by phone and in person). - To identify students/families in need of support (below threshold for Child Protection/Social Services involvement) referring for help as necessary.
General duties	- To complete supervisory duties during students' free time. - To complete supervision in the referral room - To complete supervision in the student series office. - To meet with the head of year and assistant head teacher. - To conduct 'on call' duties.

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	- Attend meetings with professionals regarding the children in your year / key stage. - To participate in training opportunities and performance development as required. - To attend all relevant meetings
Other	- Maintaining confidentiality about all aspects of the post - To seek training to advance your professional capability. - To assume an additional managerial role in the behaviour and attendance team. Current such positions are SEND liaison, teacher of LAC, Pupil premium champion.
<i>This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i>	

Person Specification

<u>Criterion</u>	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u> <u>(Application/Interview/Test)</u> <u>A/I/T</u>
<u>Education / Qualifications</u>			
English and maths GCSE of equivalent	Y		<u>A</u>
Safeguarding / mentoring / counselling qualifications		Y	<u>A</u>
<u>Experience</u>			
Experience of working with children	Y		<u>A/I/T</u>
Experience of working in a school that serves a diverse community		Y	<u>A/I/T</u>
<u>Skills/Abilities/Knowledge</u>			
Functional user of software such as Microsoft word, outlook and excel.	Y		<u>A/I/T</u>

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Ability to process information and provide feedback on progress in relation to student round robins, reports, assessment data for external providers and/or parents	Y		<u>A/I/T</u>
Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels	Y		<u>A/I/T</u>
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach	Y		<u>A/I/T</u>
Personal Qualities			
Willingness to work to further the School's aims with regard to equal opportunities and raising achievement.	Y		<u>A/I/T</u>
Willingness to work cooperatively towards the aims of the school.	Y		<u>A/I/T</u>
Willingness to work flexibly to ensure the requirements of the post are met	Y		<u>A/I/T</u>
Ability to organise own workload and to work on own initiative	Y		<u>A/I/T</u>
Additional Contractual Obligations			

Line Managers Signature: _____ **Date:** _____

Postholder Signature: _____ **Date:** _____

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