

JOB DESCRIPTION

Employment Details

Job Title	Pastoral Manager
Reports to	Vice Principal – Pastoral
Salary Band	HAYQ (Lower) 29 - 33

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role

- To line manage and support the Pastoral Leaders, Inclusion team and the Refocus Supervisor.
- To provide practical assistance to the Vice Principal - Pastoral.
- To oversee the daily operation of the Pastoral team, Refocus Room and 'on call' system.
- Promote high standards of behaviour and consistently implement the school's behaviour policy.
- Analyse behaviour, rewards and attendance data to guide interventions; contribute to improving base line figures for attendance and punctuality.
- To support Pastoral Leaders in their role with a specific focus on vulnerable groups, specifically PP, SEND and LAC students and those on behaviour boundaries levels.
- Work effectively with the Pastoral Leaders to provide high quality pastoral care to students within the year group/s.
- Promote and develop the ethos and aspirations of the school and ensure good, effective and timely communication with parents is maintained.

Responsibilities

Pastoral:

- Responsible for the Pastoral care of all students in the school.
- Responsible for the day-to-day discipline of students in the year group/s, working closely with Pastoral Leaders / Head of Year, tutors, subject teachers and other educational support staff. Ensuring that relevant action is taken in line with school policies, recorded and communicated appropriately.
- Contribute to the promotion of the school's corporate identity and a sense of belonging (through assemblies, visits, year events, social functions etc).
- Oversee and contribute to the school's supervision rota for social times and start and end of day routines.
- Oversee and coordinate the supervision of student detentions.
- Conduct investigations into student disciplinary issues and/or allegations about other students.
- Oversee and contribute to the mentoring of under-performing students.
- Coordinating parent meetings, Pastoral Support Plans, Personal Education Plans, re-admissions from exclusions, family support meetings, Early Help Plans / TAC meetings as required.

- Work as an integral part of the safeguarding team, undertaking Initial triage of safeguarding concerns from Pastoral Leaders and working in partnership with DSL/Deputy DSL to coordinate necessary action.
- Oversee and support students who are at risk of permanent exclusion, reintegrate students who have been temporarily withdrawn from lessons or who are returning from a managed move.
- Ensuring that students are encouraged, praised and rewarded within the school's reward systems.
- Ensuring that PP and other vulnerable students are supported e.g. FSM, LAC, school refusers.
- Planning and delivering programmes of intervention as required.
- Liaise with outside agencies as the need arises.
- Prepare reports on individual students as necessary.
- Promote regular attendance and punctuality, actively dealing with both.
- Monitoring the attendance of vulnerable or other students.
- Support and where appropriate plan and deliver weekly assemblies and elements of key events.
- To investigate allegations by students and/or parents/carers of assault, bullying, theft and other breaches of expected behaviour standards, including interviewing students and taking detailed statements.
- To support, as necessary, the supervision of students in the Refocus room when withdrawn from lessons.
- Attendance at multi-agency meetings and liaison with external agencies as necessary for students.
- Managing communication with parents regarding pastoral and welfare issues of students.
- In discussion with the Vice Principal - Pastoral, undertaking other duties and responsibilities connected with the Year group/s.
- Challenging and modelling the highest of expectations to students around the school and following up where necessary.
- Offering support to students with welfare problems, through discussion, practical resolutions and where necessary arrange counselling, both inside and outside of school.
- Liaising with parents/carers where appropriate.

Administration:

- To direct the administrative staff to support with the completion of day-to-day tasks including preparation of letters, filing and data input for the designated year groups.
- Organising preparation of reports on students as required for parents' meetings, pastoral support plans, Fresh starts, transfer information and exclusions, My Support Plans, family support meetings, Early Help /TACs and DARTs.
- Maintenance of relevant behaviour databases.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:	School Improvement / People Team	Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> English and Maths, GCSE Grade C+ or equivalent Level 4 qualification in a relevant discipline or equivalent experience First Aid certified or willingness to complete Demonstrates evidence of continued professional development 	<ul style="list-style-type: none"> Degree qualified or equivalent experience

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> Essential experience in management of isolation / confinement rooms in Secondary School(s) Essential experience of effectively supervising / leading a team Building relationships with parents/carers and a range of professionals with the ability to negotiate effectively with adults and children Ability to resolve conflict Able to listen effectively and use clear language to communicate information unambiguously Good ICT skills Able to deal sensitively with difficult situations and effectively hold difficult conversations 	<ul style="list-style-type: none"> Experience of line management

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Good standard of practical knowledge and skills in supporting Secondary-aged students Extensive experience of working within pastoral / safeguarding frameworks Extensive experience of working with safeguarding teams. 	

Personal Traits

The successful candidate will have:

- Appreciates the differences between people regardless of ability or background and treats peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understands the boundaries of appropriate behaviour when working with children and young people and always acts in a way that respects these boundaries.
- Understands the principles of confidentiality and adheres to them in respect to the information available within the workplace.
- Values align with the ethos and culture of The White Horse Federation.