

Pastoral & Inclusion Manager

Job Description and Person Specification

Grade: APT&C Grade 10 term time only + 5 days

Salary: £44,075 – 48,226 FTE (£37,743-£41,298 for 195 days)

Working Hours: 37 hours per week

Responsible to: Deputy Headteacher

Job Description

Main purpose

To provide strategic leadership and direction to the Pastoral Team around all aspects of behaviour, attendance, support, guidance and safeguarding. To undertake the duties of Deputy Designated Safeguarding Lead.

Key responsibilities

- Take a lead role in school to embed our ethos and develop a learning culture with high expectations in a safe and secure learning environment.
- Communicate the highest expectations of behaviour and ensure behaviour management policy and procedures are consistently and effectively implemented.
- Lead a team of support staff and work with teaching staff in developing and enhancing their practice, ensuring that the highest level of pastoral care is provided to every student.
- Effectively and robustly evaluate the impact of strategies on improving learning behaviours.
- Provide a programme to support students' wider development.

The Post Holder will:

- Develop, implement and evaluate a pastoral plan for the school under the guidance of the Deputy Headteacher.
- Translate the school's vision, ethos and development priorities into operational plans and practice, that will promote and sustain school improvement.
- Working with the Designated Safeguarding Lead (DSL), undertake the role of Deputy Designated Safeguarding Lead (DDSL) alongside the other DDSLs to ensure rapid action is taken to follow the school's systems, policies and procedures in relation to safeguarding issues/concerns.
- Support staff to implement successful strategies to support students and behaviour systems.
- Develop school policies and ensure that relevant stakeholders are aware of their roles and responsibilities within these.
- Be a positive role model for other staff and students.

- Communicate and liaise effectively with staff, students, parents, governors and members of the local community as appropriate.

Operational responsibilities

Behaviour and expectations

- Support SLT to create and sustain an achievement culture.
- Oversee and develop systems for early intervention for students with behaviour, learning, health and well-being issues.
- Attend and contribute to support and guidance meetings and report back and / or pass on relevant information.
- Monitor and review impact of strategies, and devise and put into place such intervention strategies as may be necessary to address the issues identified.
- Design and implement appropriate student monitoring and support systems such as daily reports, achievement reporting, individual target setting, mentoring etc.
- Coach and mentor staff in effectively managing the behaviour of students.
- Monitor rewards and sanctions.
- Ensure effective strategies and procedures for on call and inclusion.
- Liaise with the SENDCo in relation to vulnerable students.
- Re-enforce expectations and effective learning behaviours across the school, reviewing, evaluating and improving practice and relevant policies where required.

Attendance

- In conjunction with the Deputy Headteacher, develop and implement effective systems to monitor punctuality and attendance and implement actions to support improvement.
- Support staff in the implementation of attendance and punctuality procedures.
- Conduct home visits to families where there is an attendance / welfare concern.

Personal Development and Tutorial Programme

- Ensure a comprehensive and effective tutorial programme is planned and implemented across all year groups.
- Ensure the tutorial programme is linked to the school values and ethos, the personal development curriculum and responds to local and national issues.
- Monitor the effectiveness of the role and impact of form tutors providing guidance and support or challenge where necessary.
- Strategic overview of the assembly programme for all year groups.
- Ensure there are memorable moments and opportunities outside of the classroom for students.

Student Welfare and Well being

- Ensure there are constructive relationships and regular communication with other agencies/professionals, to support achievement and progress of students.
- Ensure the relevant staff team members can attend and support meetings with external agencies.
- Ensure effective systems are in place to monitor support and agency support (for example EHAs).
- Lead on the management of complex pastoral cases including vulnerable and look-after children, referring and liaising with appropriate external agencies.
- Represent the school at formal meetings, ensuring all necessary paperwork, reports and other relevant evidence and prepared as required.

Achievement

- Effectively follow up and respond to issues that arise from monitoring data captures to ensure all students are well supported and able to achieve.
- Work with all students, be aware of vulnerable groups and their specific needs.
- Celebrate achievements of students by supporting and helping to organise reward events.
- Support staff to plan opportunities to enrich student experiences, raise aspirations and awareness of relevant careers.

Leading the Staff Team:

- Line management responsibility for support staff.
- Develop a common purpose and shared vision for the staff team, motivating and developing team members in their role to improve their effectiveness.
- Ensure effective communication and organisation of work, people and resources within the team to ensure the efficient and smooth running of the pastoral system.
- Ensure the staff team has a strong understanding of new / emerging safeguarding issues or concerns and regularly share and review actions and procedures in relation to safeguarding.
- Oversee the Pastoral budget.
- Delegate areas of work as appropriate.

Other Duties:

- To assist in the setting up, co-ordinating and supervising of Progress Evenings.
- Liaise with families to ensure positive relationships with home to provide the best all round support for students.
- Liaise with SLT.
- Ensure newsletters and other communications with students, staff, parents and carers, promote the school and the achievements of students.

- Contribute to links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the school at Open Days/Evenings and other events.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

ESSENTIAL	DESIRABLE
<p>Qualifications & Knowledge</p> <ul style="list-style-type: none"> ➤ Educated to at least Level 5 or above (Degree, NVQ Level 4 or Higher National Diploma, for example) in teaching, youth work, careers or a related professional qualification; or demonstrable equivalent professional experience and up-to-date, relevant and completed training at management level ➤ GCSE or equivalent at Grade C or above in Mathematics and English ➤ Excellent numeracy/literacy skills ➤ Child protection training ➤ Understanding of the issues related to disadvantage and student progress 	<ul style="list-style-type: none"> ➤ Training related to social and emotional difficulties, for example Child and Adolescent Mental Health Training ➤ Awareness of organisations that offer support for students and families nationally and in the locality
<p>Experience</p> <ul style="list-style-type: none"> ➤ Significant experience in a school based pastoral role ➤ Experience of working to safeguard children and young people ➤ Working with external organisations, leading and attending multi-agency meetings ➤ Working with parents/ carers and families ➤ Action planning and developing strategies for intervention and support 	<ul style="list-style-type: none"> ➤ Experience of working with young people with specific social and emotional needs ➤ Experience of developing strategic plans / whole school policy / procedures

<p>Skills/Qualities</p> <ul style="list-style-type: none"> ➤ Excellent organisational and time management skills ➤ Excellent active listening, communication and interpersonal skills ➤ Able to work independently on own initiative without specific guidance and in response to student's needs ➤ Ability to prioritise workload ➤ Excellent guidance, advisory, persuasiveness and negotiating skills ➤ Able to use a wide range of methods to communicate information to others ➤ IT literacy (including Microsoft, Internet and Email) ➤ Ability to keep accurate records ➤ Ability to build strong relationships and establish credibility with students, parents/ carers, academic staff and senior leaders ➤ Professional and a strong role model ➤ Ability to lead and develop the skills of others to work with a wide variety of support services ➤ Willingness to lead on training, undertake research and ensure that others engage with professional development ➤ Ability to relate to and promote the ethos of the school ➤ Willingness to undertake training as required ➤ Willingness to be flexible and work to ensure students receive outstanding pastoral care. 	<ul style="list-style-type: none"> ➤ Previous experience of School MIS, CPOMs or similar
<p>Characteristics</p> <ul style="list-style-type: none"> ➤ A patient and resilient attitude coupled with the ability to maintain calm whilst under pressure ➤ A passion for supporting children and young people by removing barriers to learning ➤ Work in ways that promote equality of opportunity, participation and diversity ➤ The post holder will have an energy, initiative, enthusiasm and a sense of humour ➤ Generosity of spirit and a positive outlook ➤ Hold a Full UK Driving Licence 	