

**Job Description**

**Pastoral Support Manager - Head of Year Group**

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| **Post Title:** | **Pastoral Support Manager / Head of Year** |
| **Purpose:** | * To lead and develop the year groups as cornerstone of pastoral care, guidance wellbeing and safety at Hugh Christie School.
* To manage the day-to-day pastoral care, guidance, and safety of the students in a designated year group
* To ensure the smooth operation of pastoral protocols across the school in collaboration with other relevant members of staff.
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| **Reporting to:** | * Lead Head of Year
* Head of Upper School
* Head of Lower School
* Head of School
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| **Liaising with:** | * Relevant Subject Teachers
* Administration Team
* Data Manager
* Attendance Officer
* Counsellor
* Student Support Manager
* SEND
* The Lighthouse
* Advisors
* Parents
* Carers
* External agencies
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| **Disclosure level** | Enhanced |
| **Safeguarding** | * Stay up to date with safeguarding expectations and developments.
* Liaise with appropriate safeguarding staff to ensure that all students are safe.
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| **Attendance and Punctuality** | * Liaison with the data manager and attendance staff to ensure that you, advisors, and line managers are up to date with attendance for students in the designated year group.
* Liaison with attendance staff to follow up attendance issues.
* Liaison with advisors to ensure that attendance concerns are being observed and monitored.
* Targeting of key students to improve attendance.
* Supervise ‘Meet and Greet’ at the start of the day.
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| **Assemblies, Meetings and Events.** | * Attend relevant assemblies (led by teaching staff).
* Liaise with the relevant staff to organise and attend consultation events.
* Attend and help lead relevant advisory meetings.
* Lead Student Information Meetings
* Organise and attend meetings relating to students in designated year group, for example parent meetings and agency meetings.
* Attend WKLF meetings as a representative of Hugh Christie (when required).
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| **Conduct** | * Actively promote and uphold the Three Rs (ready, responsible and respectful) In collaboration with relevant staff, maintain a record of students on behavioural stages and publish this weekly.
* Liaise with relevant students, parents, carers, staff and agencies to take actions and initiate interventions to help improve student behaviour.
* Support the operation of the SIS room.
* Play an active role in On Call procedures.
* Play an active role in Settle and Support.
* Evaluate the impact of behavioural interventions to refine interventions accordingly.
* Support students on managed moves, their integration into Hugh Christie, liaison with parents and schools and attending their review meetings.
* Lead investigations into incidents to determine responsibility and follow up actions.
* Issue sanctions as appropriate.
* Coordinate agency-based interventions such as Early Help.
* Support with the occasional covering of the SIS Room.
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| **Uniform** | * Liaise with advisors and other relevant members of staff to ensure that all students are in full and correct uniform.
* With other Heads of Year, maintain and operate ‘The Rack’.
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| **Wellbeing and SEND** | * Be available at break or lunch time for student support access and duties.
* Help support student wellbeing through liaison with relevant staff (such as the counsellor), parents, carers, mentors, and outside agencies.
* Organise and support events designed to educate, inform or support parents improve their wellbeing and the wellbeing of their children.
* Contribute to annual reviews for SEND students.
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