

**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. |
| **Reporting to:** | * Lead Head of Year * Head of Upper School * Head of Lower School * Head of School |
| **Liaising with:** | * Relevant Subject Teachers * Administration Team * Data Manager * Attendance Officer * Counsellor * Student Support Manager * SEND * The Lighthouse * Advisors * Parents * Carers * External agencies |
| **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. |
| **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. |
| **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). |
| **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. |
| **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’. |
| **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. |