

## Job Description

Job Title:	Pastoral Support Manager
Reference:	
Reports to:	Deputy Head
Responsible for:	No line management
Salary range:	Academy Band D £20,595 (£17,435 pro-rata)
Contract:	Full time, term-time only

Main purpose of the role:	To support the work of the Vice Principal and Year Leaders, dealing with students, parents and carers on a daily basis in support of the Academy culture and ethos, developing the Academy's internal structures for student support and challenge and promote links with external communities so that learning and opportunities for the personal development of students, their families and the wider community are maximised.
Main duties:	<ol style="list-style-type: none"> <li>1. Be available for staff and students throughout the week and at other times as directed by the Principal.</li> <li>2. To provide support and guidance for pupils/students in terms of attending breakfast in the restaurant, supporting early morning/late afternoon study sessions, reintegration meetings, pastoral meetings, group tutor meetings, detentions, internal and external exclusions and attendance issues.</li> <li>3. Support students in terms of behaviour and emotional wellbeing during a working day, monitoring reporting procedures, reintegration meetings, internal exclusions, external exclusions, detentions, attendance, lateness.</li> <li>4. Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and Academy life.</li> <li>5. Be available to respond to calls for support for students within the School.</li> <li>6. Monitor and address all uniform issues within the School making reference to the Assistant Principal when needed.</li> <li>7. Be present where required at Year Group events including Parents Evenings.</li> <li>8. Meet with students regularly to discuss attendance or issues that have arisen through the sanctions.</li> <li>9. Celebrate successes within the School</li> <li>10. Be a visible and pro-active part of the duty system throughout the</li> </ol>

	<p>Academy day both in terms of supporting staff in class, and during break and lunchtimes.</p> <p>11. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.</p>	
	<b>Essential</b>	<b>Desirable</b>
Qualification	<ul style="list-style-type: none"> <li>• A*-C GCSE Maths and English or equivalent;</li> <li>• Evidence of Continuing Professional Development relevant to the role.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of supporting pupils/students of differing abilities and backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups.</li> <li>• A strong awareness of whole school and wider educational issues and current developments.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals.</li> <li>• Demonstrable ability to communicate effectively in both oral and written form</li> <li>• Creative and innovative.</li> <li>• Excellent facilitation and presentation skills suitable up to and including senior managers.</li> <li>• Data and IT literate with good IT skills.</li> <li>• Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.</li> <li>• Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.</li> <li>• Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions.</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>• Able to confidently liaise with senior colleagues including in formal</li> </ul>	

	<p>settings.</p> <ul style="list-style-type: none"><li>• Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures.</li><li>• Personal and professional authority and resilience.</li><li>• Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture.</li><li>• Empathetic, tactful and diplomatic.</li><li>• Solution focused, working collaboratively and collegially with colleagues and stakeholders.</li><li>• Excellent inter-personal skills.</li><li>• A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments.</li></ul>
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