

Job Description

School:	The Whitstable School
Job Title:	Pastoral Support Manager
Grade:	SAT Band 5 Point 15
Responsible to:	Senior Assistant Headteacher

Purpose of the Job:

To provide pastoral support to pupils (behaviour and safety), under the direction of the Headteacher and senior staff.

Main duties and responsibilities (Accountabilities):

- To be the first referral point for pastoral issues concerning pupils.
- To be available to pupils in the office or on duty at break and lunch time.
- Provide behaviour support in lessons as identified on timetables.
- Organise and hold parental meetings.
- Monitor the re-integration of pupils back into lessons after exclusions or return from PSP (Pupil Support Provision)
- Attendance at meetings with external agencies.
- Managing the Detention Programme when required.
- Accurate record keeping, ensuring that necessary follow up paperwork is completed and filed appropriately.
- Managing emergency pupil referrals (behaviour support).
- Recording, tracking and collating information regarding behaviour of pupils in specific year groups.
- Meet with senior staff regarding behaviour on a daily basis to review the issues of the day and subsequent actions required.
- Assist with uniform infringements and logs.
- Engage with parents informing them of relevant sanctions as decided by the Behaviour Panel.
- Encourage prompt arrival of pupils to lessons throughout the day.
- Supervise the PSP for a number of sessions per week.
- Liaise and support other Pastoral Support Managers as and when appropriate.
- Organise and facilitate restorative justice meetings.
- Be available for Parents Evenings, Open Evening and Transition Evening.

Pastoral Support Managers in this role may also undertake some or all of the following:

- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

- Assist with pupils' personal needs including dressing and eating, as well as help with social, welfare and health matters, reporting problems to the DSL as appropriate.

General accountabilities:

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Pastoral Support Manager

Grade: SAT Band 5 Point 15

Responsible to: Senior Assistant Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 qualification (or equivalent) including English and maths 	<ul style="list-style-type: none"> • First Aid qualification
Experience	<ul style="list-style-type: none"> • Previous experience of working with children • Proven experience of ability to work calmly and professionally under pressure 	<ul style="list-style-type: none"> • Previous experience in a similar role
Skills and Abilities	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good IT skills • Ability to relate well to children and adults, understanding their needs and being able to respond accordingly • Good influencing skills to encourage pupils to interact with others and be socially responsible • Able to use own initiative • Ability to use clear language to communicate information sensitively, firmly and unambiguously 	<ul style="list-style-type: none"> •
Knowledge	<ul style="list-style-type: none"> • Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety • Good understanding of child development and pastoral issues such as inclusion and transition • Understand and support the importance of physical and emotional wellbeing • Working knowledge of relevant policies / codes of practice and awareness of relevant legislation • Basic knowledge of First Aid 	<ul style="list-style-type: none"> •

Personal qualities	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people• Commitment to the principals of equality and diversity and inclusion• Ability to make a proactive contribution to the work of the team supporting children, their families and carers• Ability to establish rapport and respectful trusting relationships with children, their families and carers and other adults• Ability to work effectively with a range of adults and as part of a team• To be able to work calmly under pressure• To be flexible and be able to manage time effectively• To work independently and collaboratively	<ul style="list-style-type: none">•
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