

PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

**PASTORAL SUPPORT MANAGER**

**JOB DESCRIPTION**

**Post:** Pastoral Support Manager

**Responsible to:** Assistant Principal

**Reporting Lines:**

This position will report to the Year Leaders and will have no positions reporting to him/her.

**Responsibilities:**

* Be available for staff and students throughout the week and at other times as directed.
* 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.
* To assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and academy life.
* To assist in the monitoring and identification of pupils/ students at risk of exclusion; pupils/ students with low self-esteem, motivation; pupils/ students with family and school issues impacting on Academy life; pupils/ students educationally underachieving and with poor attendance.
* To be aware of and use safeguarding policies as appropriate within the Academy.
* To assist with structured one-to-one mentoring sessions where appropriate; provide support in terms of anger management, self esteem etc, as well as personalised sessions where necessary.
* To assist the Leadership Team with day-to-day behaviour issues across the Academy.
* To assist with the tracking and monitoring of the academic progress of the pupils/students across the Academy and assist in developing appropriate interventions in co-ordination with the Director of Inclusion and Vice Principal.
* To communicate with teaching staff in terms of pupil/student progress both academically and emotionally so as to support the pupils/ student to reach their potential.
* To celebrate successes across the Academy.
* To be a visible and pro-active part of the duty system throughout the Academy day both in terms of supporting staff in class, and at all times prior to and post teaching and learning hours including break and lunchtimes.
* To enforce and uphold the Academy behaviour policy.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

* To contribute and be part of the Christian ethos for The Academy and be positive towards the Academy’s goals. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people.
* To communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents.
* To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students.
* To enjoy helping others and be able to cope with work pressure points, disruptions and things going wrong in a professional, calm and measured manner.
* To be highly motivated and to have a flexible approach towards work and working hours.
* Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups.
* To be willing and enthusiastic in undertaking continuing professional development.
* To be educated to an Honours Degree level and hold a minimum of 5 GCSE’s (A\*-C) including English and Mathematics (or equivalent).

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**The Diocese of**

**Canterbury**

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