



King Edward VI School

JOB DESCRIPTION – PASTORAL SUPPORT MANAGER

Salary Scale/Range: Grade 5 (SCP 15-18)

Hours: 37 hours per week, term time plus one week (40 weeks)

Responsible to: Head of Year/Leadership Team

Purpose of Role: The purpose of the Pastoral Support Manager's role is to work as a member of the school's pastoral team, working with all school staff, parents and students. The aim is to help all of our students to achieve their potential, irrespective of their background.

The Pastoral Support Manager will work closely with a designated Head of Year, supporting all students within that year group but also contributing to the wider ethos and pastoral care of the students in the school.

Under the direction of the Head of Year, Leadership Team and the Safeguarding Officer, the Pastoral Support Manager will contribute to aspects of students' wellbeing, participation and achievement.

The role will involve a combination of dealing with parents, addressing student behavioural issues, intervening with difficulties around the school in terms of pastoral support and also working within our pastoral support network.

Working with Staff

- Work closely with designated pastoral leaders on a daily basis
- Follow up student/staff concerns, making telephone and written contact with parents as appropriate, recording on Go4Schools and MyConcern
- Attend meetings in school and with external agencies as appropriate
- Prepare information for and co-ordinate the production of individual student behaviour reports e.g. incident logs for reintegration after exclusions, and other meetings
- Work with all pastoral staff to share good practice and offer support on a regular basis
- Liaise with Safeguarding Officer and other appropriate pastoral staff regarding child protection issues
- Attend internal referral meetings for school support services. Work with other key staff to support the achievement and well-being of students with emotional and social difficulties
- Work with other schools to ensure effective and supportive transition
- Respond to 'on-call'/hot spots requests as appropriate, including statement taking/incident recording as necessary
- Make decisions on sanctions and praise as appropriate
- Be part of a team of staff managing the Exclusion Room

Working with students

- Support the most vulnerable/challenging students and their parents on a daily basis acting as a point of contact in school for families and in need of support
- Communicate effectively with students, other staff, parents and external agencies
- Attend meetings and support students in regard to integration, reintegration and enable students to catch up on work missed where necessary
- Complete Common Assessment Forms with families in order to assist them in seeking the most appropriate support
- Maintain an accurate record of the purpose, nature and outcome of all interventions with children and their families
- Develop and foster self-help strategies for students to encourage independence and self-reliance
- To attend case conferences and other multi agency meetings when requested to do so by the Head of Year or Leadership Team
- Assist with the development of appropriate strategies for managing behaviour, monitoring student behaviour, responding to incidents of challenging behaviour and ensuring agreed rewards and sanctions
- To operate an 'open door' approach for both students and staff

Person Specification – Pastoral Support Manager

	Essential	Desirable
Qualifications	• Good general standard of education including literacy and numeracy	• Educated to degree standard • Hold GCSE Maths and English, or equivalent • Recent CPD in behaviour management and/or pastoral care
Specific Skills, Experience and Knowledge	• Previous experience of working with children and young people, preferably within an educational setting • ICT skills including experience of Microsoft Office • 'Some' experience of working with children in either primary, secondary or special education (evidence of extra-curricular work would be an advantage)	• Knowledge of the school SIMS system • Knowledge of Go4Schools • Familiarity with policies concerning Safeguarding, Health & Safety, Special Educational Needs and Equal Opportunities
Personal Qualities	• Excellent record of punctuality and attendance • Excellent written and verbal communication skills • Excellent organisational and interpersonal skills • Ability to communicate effectively with a wide range of people • Good negotiation skills • Ability to remain calm and work effectively under pressure • Able to work effectively as part of a team • Willing to undertake relevant training to develop performance • Supportive of the school's ethos • A flexible approach to working hours.	