



Children & Young People's Service

JOB DESCRIPTION

POST: Pastoral Manager	
GRADE: H	
RESPONSIBLE TO: Headteacher for Inclusion	
STAFF MANAGED: Pastoral Support Workers	
POST REF:	
JOB FAMILY:	
JOB PURPOSE:	<ol style="list-style-type: none"> 1. Lead and line manage the Pastoral Support Workers (PSWs) in the support, intervention and guidance of individuals and small groups of students, ensuring that tracking systems, CP files and other information is thoroughly recorded and up to date. 2. Direct the strategic approach to the school's pre-emptive and responsive behaviour management systems, including the effective day-to-day running of the inclusion and lesson removal facilities, and the support of self-study communications with home. 3. Lead and manage cover arrangements for absent staff and ensure high quality provision remains in place through ongoing training (internal staff) and quality assurance of internal and external cover staff. 4. Be responsible for managing the cover budget and for maintaining the most effective and cost-efficient approaches to covering absenteeism. 5. Provide data analysis and reports to inform your strategic and pre-emptive interventions that support the ongoing improvement of behaviour and attendance of key sub groups in school and to support the work of SLT. 6. Coordinate the communication with visiting agencies and support staff coming in to school to work with students.
JOB CONTEXT:	<ol style="list-style-type: none"> 1. Lead the team of PSWs to support, guide and mentor individuals or small groups of students who require additional support to overcome barriers to learning, behaviour and attendance so that they can achieve their full potential. The post holder will report to the Headteacher for Inclusion. 2. Management of the effective operation of a range of behavioural support facilities such as Inclusion, Room 15, and classrooms for cover lessons; ensuring that PSWs effectively supervise students, manage behaviour and deliver effective interventions targeting key groups of students. 3. Lead a strategic team-based approach to identify needs, targeting those students needing extra support from the pastoral support team. Quality assure the process and impact of this support and report back to SLT. 4. Collate and present objective and accurate feedback from the PSW reports on the students' achievements, progress and other matters. 5. Work collaboratively with Heads of Key Stage and senior staff to implement support plans which enable students to make successful transfers between educational establishments and transitions at key stages of their lives. 6. Line manage a team of PSWs , leading them through performance management procedures, quality assuring their work and implementing strategic targets that link with the whole school priorities.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	

Operational Management	<p>Targeted Support and Guidance</p> <ul style="list-style-type: none"> • Ensure that PSWs have effective systems in place through the school's agreed Behaviour & Attendance Policies to anticipate and manage behaviour constructively, promoting self-control and independence. • Be responsible for sourcing effective and appropriate training e.g. Child Protection, 1st Aid Training etc. for the Pastoral Support Team. • Lead the development of support materials and information for PSWs to communicate clearly to students the school's behaviour and attendance policies, raising the profile of attendance, punctuality and good behaviour within the school. • Monitor and QA the development of support work programmes to small groups or individuals in key stages 3 & 4. • Liaise closely with all colleagues including the Asst Headteacher, Deputy Headteacher, Heads of Key Stage, Inclusion team, support staff and class teachers. • Devise and maintain accurate tracking and monitoring systems to support interventions and reports to internal and external stakeholders. <p>Inclusion and out of lesson time</p> <ul style="list-style-type: none"> • Lead the PSWs in the operation and effective management of the lesson removal and Inclusion facilities including referral procedures, staffing, collation of appropriate work and management of student behaviour in these rooms. • Manage appropriate out-of-lesson learning environments for students temporarily excluded from lessons, or to support personalised learning of more vulnerable students. • Lead and develop personalised interventions such as 'Time Out' if there is a classroom incident or where a student's behaviour difficulties lead them to leave the classroom, and monitor the student's behaviour whilst out of the classroom. <p>Cover</p> <ul style="list-style-type: none"> • Be responsible for the allocation of the cover budget, remaining within the allocated funding throughout the school year. • QA and monitor the quality of cover work set, as well as the work of PSWs to keep pupils on task and manage the behaviour of pupils during cover lessons. • Train PSWs in key aspects of effective cover work and review CPD needs on an ongoing basis. • Ensure PSWs implement the school behaviour policy and practices consistently, and encourage pupils to take responsibility for their own behaviour. • Oversee the arrangements and procedures for collation of cover work and its return to the appropriate person. • Undertake any other duty as directed by SLT commensurate with your grade.
Communications	<ul style="list-style-type: none"> • Communicate with Asst Headteacher/ Deputy Headteacher/ Heads of Faculty re the collation and delivery of cover work for absent teachers. • Establish effective communication and relationships with PSWs, students, parents and staff. • Identify and resolve a range of issues that are creating barriers to learning for students; ensure PSWs have clear success criteria to work towards. • Update teaching staff and other key staff on student behaviour and attendance and work with the staff to identify students with issues that are affecting their performance at school. • Meet regularly with the Asst Headteacher, Heads of Key Stage, and staff within the Inclusion Team to discuss current issues and developments relating to behaviour, (particularly with regard to the Pastoral Support Base, Isolation and cover lessons), child protection issues and attendance. • Ensure that PSWs promptly respond to enquiries from parents/Carers by telephone, email or letter and direct them to relevant sources of advice and guidance as appropriate. • Develop effective systems for PSWs to maintain regular contact with parents of students with behaviour and attendance difficulties, to inform them of incidents and identify triggers for poor behaviour. • Challenge inappropriate behaviour and support staff in improving their responses to inappropriate behaviour. • Challenge and motivate students, promoting and reinforcing self-esteem and confidence building.
Partnership or Corporate Working	<ul style="list-style-type: none"> • Maintain clear lines of communication with the Asst Headteacher, Inclusion team staff in school, the Deputy Headteacher and other colleagues.

	<ul style="list-style-type: none"> • Share information, as appropriate, with colleagues, the LA, other schools and external agencies.
Skills Development	<ul style="list-style-type: none"> • Oversee the performance management process for PSWs. • Attend and participate in training and other learning activities as required.
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of Children, young people and adults, raising concerns as appropriate. • Lead PSWs in the development and implementation of appropriate behaviour management and child protection strategies. • Comply with policies and procedures relating to child protection, security and confidentiality. <p>BHS is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children</p> <ul style="list-style-type: none"> •
Systems and Information	<ul style="list-style-type: none"> • Collate information and maintain records of interventions, actions and impact; feedback to Asst Headteacher and other appropriate forums. • Ensure that PSWs maintain accurate records of students' behaviour, child protection records, attendance interventions and any incidents. • Ensure the prompt communication with parents and collation of statements following any incidents. • Maintain records of all communication with parents/Carers and meetings with students. • Maintain an accurate tracking and monitoring database of interventions which shows that actions are being reviewed regularly and adjusted where appropriate.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	October 2021

PERSON SPECIFICATION

JOB TITLE: Pastoral Support Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the school curriculum and the needs of learners • A sound knowledge of the potential barriers to learning • Knowledge of Behaviour Management techniques and behaviour intervention strategies • Understanding of classroom roles and responsibilities • Knowledge of school procedures 	<ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Knowledge of child protection legislation and procedures • Knowledge of support services available to signpost students and families to • An understanding of the transitions in a young person's life and the effect they can have on them
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children and young people and their parents/carers • Experience of implementing behavioural policies • Experience of working with children and young people who have behavioural difficulties • Administrative experience • Experience of leading a team 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with SIMS or a similar data management system
<p>• Occupational Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal communication skills, including influencing skills • Excellent planning and organisational skills • Ability to work successfully as part of a team and on own initiative • Problem solving skills and the ability to adopt strategic solutions • ICT skills • Confidentiality • Ability to exercise discretion and judgement • Ability to adapt activities to suit the needs of the pupils • Ability to keep accurate records and to use these to inform interventions 	<ul style="list-style-type: none"> • Ability to analyse the reasons for behavioural problems of the pupils to ascertain the needs of the pupils and formulate an action plan • Ability to create databases and tracking systems using Excel
<p>• Qualifications</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent to demonstrate good literacy and numeracy skills 	<ul style="list-style-type: none"> • Appropriate first aid training
<p>• Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • BHS is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children • Commitment to the school's policies and ethos • Commitment to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes, using authority and discipline where appropriate • Flexibility • Ability to use authority and implement behaviour management techniques where appropriate 	