

JOB DESCRIPTION

PASTORAL MANAGER

Job Title	Pastoral Manager
Responsible To	Head Teacher
Key Internal Contacts	SLT and other education staff within the School Operations and Registered Managers and Care staff PCMT STRIIDE Coordinator and Trainers
Key External Contacts	Local Authorities, Social Workers Parents and Guardians LADO and LA Safeguarding Team

JOB PURPOSE

To lead the Safeguarding strategies to ensure the welfare, safety and emotional wellbeing of our young people within the school. To develop and implement effective safeguarding plans to support students to maximise learning opportunities and overcome learning barriers. To support the School's leadership teams to establish functional strategies in all areas of pastoral care. To promote the Equality Act 2010 Protected Characteristics. To develop anti-bullying and discrimination policies and procedures.

KEY TASK AREAS AND RESPONSIBILITIES

- To lead on effective safeguarding and pupil welfare strategies and plans to ensure the safety and emotional wellbeing of our students
- To provide detailed and effective advice on Positive Behaviour Profiles and Behaviour Support Plans, based upon behaviour data from both parts of the School
- To provide advice and guidance with regards to existing profiles and plans, to ensure that they are effective and up to date
- To monitor safeguarding, health, accident, injury and damage incidents within all year groups and make positive interventions, analysis and recommendations when necessary via SLT
- To identify personal issues that are affecting students' performance and learning and inform appropriate and relevant managers and staff to assist where required
- Working directly with students, families and agencies to address barriers to learning which include bullying, discrimination, attendance and welfare issues
- To monitor attendance and truancy issues and devise and implement intervention strategies to improve these issues in accordance with our student Attendance Policy
- To produce Attendance action plans for each student falling below 90%
- To Communicate and liaise with teaching staff to improve the relationships with students in the Colleges
- To be friendly, helpful and welcoming to parents and others visiting to ensure that positive relationships are created and maintained
- To develop positive relationships with students
- Contribute as part of a multidisciplinary team to achieve best outcomes with regards to positive behaviour support

- To keep up to date on relevant legislation and guidance, briefing key people on any changes as required
- To monitor the quality of positive handling support (STRIIDE) through evidence based systems and give advice and guidance as appropriate following each handling intervention
- To contribute to the review of relevant policies in relation to positive handling support (STRIIDE) and to assist with the setting up of any relevant internal systems as required
- To be the designated Safeguarding Officer for the whole School
- To initiate contact with other agencies on behalf of the School and to liaise with all parties on a regular basis
- To represent the College when requested at Interagency or other professional meetings

General

- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the students and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

PASTORAL MANAGER

Experience	ESSENTIAL	DESIRABLE
Experience in special educational needs, emotional, behavioural and social difficulties	✓	
Experience of driving and advising on best practise in relation to positive behaviour support (STRIIDE Trained)	✓	
Design and deliver training and learning activities		✓
Relevant management experience	✓	
Experience in Pastoral Management in a School		✓
Skills, Knowledge and Aptitudes		
Good knowledge of training practices and applications	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Good knowledge of Safeguarding and other relevant policies	✓	
Good knowledge of relevant Regulatory Body regulations	✓	
Good knowledge of physical intervention training (STRIIDE)	✓	
Qualifications and Training		
Teaching/training qualification		✓
Willingness to work towards further qualifications or training as required e.g designated safeguarding officer training	✓	
Other		
Commitment to the values of the organisation	✓	
Full driving licence and ability to travel to all Services	✓	

