

<b>Job Title</b>	<i>Pastoral Manager</i>
<b>Responsible to</b>	<i>Headteacher</i>
<b>Key Internal Contacts</b>	<i>SLT and other education staff within the School</i> <i>Operations Manager</i> <i>PCMT</i> <i>STRIIDE Coordinator and Trainers</i>
<b>Key External Contacts</b>	<i>Local Authorities, Social Workers</i> <i>Parents and Guardians</i> <i>LADO and LA Safeguarding Team</i>

#### **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 effecting safeguarding planes to support students to maximise learning opportunities and overcome learning barriers.
- To supporting 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 & 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 School
- 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 School 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**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
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		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
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)	✓	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Teaching/training qualification		✓
Willingness to work towards further qualifications or training as required e.g. designated safeguarding officer training	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to the values of the organisation	✓	
Full driving licence and ability to travel to all Services	✓	