

Job Title *Pastoral & Family Manager*

Responsible to *Headteacher*

Key Internal Contacts *SLT and other education staff within the school, Regional Director, Pupils & Teacher, clinical team*

Key External Contacts *Local Authorities, Social Workers, Parents and Guardians, External agency staff Visitors to the school*

JOB PURPOSE

To lead and ensure that the welfare, safety and emotional wellbeing of our young people within the school and coordinate the delivery and development of strategic interventions to ensure best practice in line with our trauma informed and therapeutic culture. Furthermore, you will implement effective behaviour and attendance strategies to support pupils to maximise learning opportunities and overcome learning barriers. As Pastoral and Family Manager, you will develop effective relationships with parents/carers and other agencies both before pupils come on role, during the transition process and after pupils are settled. The role involves, supporting the Benton House' SLT to establish functional strategies in all areas of pastoral care and family liaison. The role requires engagement with vulnerable families to formulate a package of support and to act as a point of contact in school for families in need of support. Likewise, liaise professionally with external agencies such as Housing, NSPCC, Sure Start, Social Care, Early Intervention Teams, Passenger Transport, YOS and Police.

KEY TASK AREAS & RESPONSIBILITIES

- To lead on pupil welfare strategies and plans to ensure the safety and emotional wellbeing of our students.
- To provide detailed and effective advice on positive behaviour and behaviour support plans, based upon data from Benton House school
- To provide detailed and effective advice on how best to support pupils through a trauma-responsive lens, implementing behaviour support plans and training to all staff, based upon behaviour data and input from clinicians.
- To monitor health, accident, injury and damage incidents within all year groups and make positive interventions, analysis and recommendations, when necessary
- To establish good working relationships with pupils, acting as a role model and setting high expectations
- To promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- To provide consistent support to all pupils, responding appropriately to individual pupil needs
- To remain up to date with inspection frameworks both Ofsted and the Independent Schools Standards
- To monitor the quality of positive handling support (CPI) through evidence-based systems and give advice and guidance as appropriate following each handling intervention
- To develop anti-bullying and discrimination policies and procedures.
- To contribute as part of a multidisciplinary team to achieve best outcomes with regards to positive behaviour
- To work directly with families and agencies to address barriers to learning which include bullying, discrimination, attendance and welfare issues

- To liaise with Admissions Manager regularly to ensure prompt and proactive transitions for new pupils.
- To maintain regular contact with families of children receiving support to encourage positive family involvement in the child's learning
- To identify personal issues that are affecting pupils' performance and learning and inform appropriate and relevant managers and staff to assist where required
- To keep up to date on relevant legislation and guidance, briefing key people on any changes as required
- To initiate contact with other agencies on behalf of the school and to liaise with all parties on a regular basis
- To complete appropriate referral forms to external agencies as and when required and attend multi-agency meetings as appropriate.
- To maintain record keeping in accordance with the policies and procedures in place in school, including case studies
- 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%

General

- To exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate.
- To undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- To always operate in accordance with company policies and procedures, with reference to Benton House School Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- To 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
- To participate in training and take responsibility for personal development
- To participate in team meetings, supervisions and annual reviews in accordance with Benton House School policy and the standards set by the Regulatory Body
- To work to promote the centre as a valued, professional asset within its community and to promote a culture that individuals and staff always conduct themselves in a manner that reinforces this image
- To ensure that all actions are in the interests of the students and Benton House School
- To work to and exhibit the values of Benton House School and maintain standards of behaviour in accordance with Benton House School policies, procedures and practices
- To carry out any other reasonable and relevant duties as required
- To promote the Equality Act 2010

PERSON SPECIFICATION

Experience	Essential	Desirable
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Experience in special educational needs, emotional, behavioural and social difficulties	✓	
Experience of driving and advising on best practise in relation to positive behaviour support	✓	
Design and deliver training and learning activities		✓
Relevant management experience	✓	
Experience of Pastoral Management in a School		✓
Skills	Essential	Desirable
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	✓	
Qualifications & Training	Essential	Desirable
Teaching/training qualification		✓
Willingness to work towards further qualifications or training as required e.g. designated safeguarding officer training	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Full driving licence and ability to travel to all Services	✓	