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| **Job Title**   | *Pastoral Manager*  |
| **Responsible to**   | *Headteacher*  |
| **Key Internal Contacts**   | *SLT and other education staff within the School* *Operations Manager* *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 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

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| **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**  | **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 (STRIIDE)  | ✓  |   |
| **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  | ✓  |   |