

PASTORAL MANAGER – JOB DESCRIPTION

Grade:	Grade 4
FTE Salary:	£32,076 per annum, plus £1,628 SEN allowance
Actual Salary:	£29,448.01 per annum, plus £1,494.62 SEN allowance
Hour of Work:	36.5 hours per week, TTO plus 2 weeks (41 weeks)
Contract Type:	Permanent
Reporting to:	Nominated Member of Leadership Team

MAIN PURPOSE

- To enable all students to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and students to address barriers to learning and make sure effective policies and procedures are in place.
- To be a Deputy Designated Safeguarding Lead for the college fulfilling the roles and responsibilities of that post.
- Promote the agreed vision and aims of the college.
- Support other college leaders to ensure safeguarding and health and safety of all students and other stakeholders.
- Support the Parental Engagement Support member of staff to establish strong links with parents/carers and other stakeholders.
- Any other duties as commensurate within the grade to ensure the smooth running of the college.

DUTIES AND RESPONSIBILITIES

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL), parents/carers and external partners to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the college.
- Establish networking links with other pastoral teams and local offers and services in Birmingham.

Working with students

- Identify strategies to help overcome individual students' barriers to learning.
- Use systems to monitor and feedback on the progress of students who are on targeted interventions.
- Contribute to the development of students' individual support plans and review ongoing progress towards set goals.
- Work alongside the leadership team to manage the transition of new students arriving to college, putting the necessary support in place to overcome any barriers to learning and access to education.

- Liaise with the college Careers Advisor on learners' progression routes throughout their time in college to secure meaningful, sustainable social destinations for learners on the THRIVE and STRIVE study programmes.
- Ensure that the right support is in place to support learners and their families to access social provision, such as the allocation of a social worker.
- Promote high standards of behaviour and consistently implement the college's behaviour policy.
- Plan intervention activities, which support the inclusion of outside agencies.

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the college's pastoral procedures and strategies, especially new staff.
- Liaise with class teams to support monitoring activities on individual support plans and intervention plans.
- Monitor and implement strategies to improve the attendance of students who are on targeted interventions.
- Work with senior leaders to develop whole-college pastoral care policies and action plans.
- Use meetings to share good practice and deliver training such as inset days.

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and safeguarding concerns involving relevant staff members, as necessary.
- Communicate with parents/carers following incidents, safeguarding concerns and social and emotional well-being support to discuss the effectiveness of the support in place for the student.
- Maintain regular contact with parents/carers to discuss student's welfare and attendance.
- Build positive relations with parents/carers to encourage family involvement.
- Communicate with parents/carers about specific support in place for students.
- Work alongside families to ensure strategies are implemented in college, where necessary.
- Assist parents/carers with any information they need to support students.
- Liaise with external support agencies and professionals as required, to cater for students' individual needs.
- Build and refresh knowledge on the range of external support available that could support students' individual needs.
- Assist in the co-ordination of events (Progression Evenings, Awards Ceremonies, parental engagement, employer engagement) and arrange attendance of agencies who could provide family support, advice or guidance.
- To have a good knowledge of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for families.
- Liaising with mentors in other schools and colleges.
- Complete home visits and family information forms for new students, where necessary.
- Deliver training and support for parents and families in the form of structured events/workshops.
- Assist the Parental Engagement Support lead to employ a range of strategies to engage with hard-to-reach families.

Administration

- Maintain accurate and secure records of interventions and relevant meetings following General Data Protection Regulation (GDPR).
- Facilitate the transfer of relevant student information inside and outside the college.
- Liaise with the college nurse to make sure that student medical information is updated, and that staff are aware of the individual medical needs of students.
- Complete relevant paperwork required by external agencies.
- To undertake appropriate professional development, including adhering to the principle of performance management.

Other areas of responsibility

- To meet and greet students and be the first point of contact for transport and student guides.
- Ensure contact is made to parents/carers whenever incidents/near misses/safeguarding /racial and bullying incidents are made.
- To assist in other organisation and supervision of break and lunchtime clubs and activities/ duties.

Attendance

- Monitor whole college attendance with staff, parents and other stakeholders.
- Monitoring student attendance and punctuality.
- Managing the college's first interventions in relation to attendance and punctuality, including writing to and meeting parents when there are concerns.
- Ensuring effective communication between all staff regarding identified students and between college and home.
- Arrange for work to be set and collected for suspensions and exclusions and other student absence.
- Supporting the reintegration of students who have been subject to fixed term suspensions and exclusions.
- To provide support staff with a range of inclusive strategies and interventions to raise student attendance levels.
- To plan and monitor personal intervention strategies for individual students and families that will raise attendance across the college.
- Where appropriate, to provide support to reach targets and raise attendance levels throughout the college through meetings with teaching staff, support staff and parents and other professionals.
- To ensure that a system of attendance monitoring and follow up is embedded into college processes.
- Liaising with teachers and other support staff regarding promoting good attendance throughout the college so that staff are aware of the routes they can take where there may be concern about a particular student.
- To create and analyse data on attendance levels throughout the college.

- To act as a contact for and provide regular communications with, parents and attend and provide support at parent meetings to meet and discuss aspects of relevant student attendance and find solutions to any potential problems or barriers.
- To design, manage, attend or help support any inclusion activities for those students under attending and liaise with other staff with skills in specific areas to increase attendance levels through personalised support.
- To ensure all tasks are carried out with due regard to Health and Safety including lone worker processes for home visits.

SUPERVISION RECEIVED

- Supervising officers job role: Executive Principal/Lead DSL as required.
- Level of supervision: Left to work within established guidelines subject to scrutiny by supervisor.
- Plan own work to ensure the meeting of defined objectives.

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

PASTORAL MANAGER – PERSON SPECIFICATION

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	Level 2 qualification in English and maths and relevant qualification in working with children, young people and families	✓	
	Willing to train to be DSL and willing to complete training to deliver approved programmes to parents, carers and families	✓	
	Willingness to participate in further training and developmental opportunities offered by the college to further knowledge	✓	
Experience	Experience working with children, young people and families in any setting	✓	
	Experience working with children / young people with additional needs		✓
	Experience supporting and working with parents of young people with additional needs		✓
	Experience of successful planning and delivery of targeted interventions	✓	
	Experience working effectively with colleagues and external stakeholders (e.g. from external agencies)	✓	
Skills and knowledge	Good listening skills	✓	
	Effective written and verbal communication skills	✓	
	Knowledge of the barriers to learning that students may face		✓
	Tailoring plans and interventions to individual students		✓
	Able to use IT systems/Microsoft office and to conduct analysis and produce reports	✓	
	Able to create good relationships with students, staff, parents and external partners	✓	
	Knowledge of available support services in the local area		✓
	Safeguarding of children and young people	✓	
Personal qualities	Patient, calm and tenacious	✓	
	Solution focused and positive in the face of adversity	✓	
	Wants to provide the best possible opportunities for all students	✓	

	Organised, good time management, flexible, proactive and self-motivated	✓	
	Upholds and promotes the ethos and values of the college	✓	
	Able to work under pressure and prioritise effectively	✓	
	Maintains confidentiality at all times	✓	
	Committed to safeguarding, equality, diversity and inclusion	✓	
	Able to work well with others as well as using own initiative to work alone	✓	
	Understands the pressures facing families with disabled children and can act with compassion and understanding	✓	
	Reliable and punctual	✓	
	Enjoy working with young adults	✓	
Safeguarding	Enhanced DBS is essential	✓	
	This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role	✓	

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