

Robins Lane Primary School
Job Description: Pastoral Manager



Post	Pastoral Manager
Salary / Grade	SCP 23-25
Responsible to	Headteacher or other designated officers

The primary purpose of this role is to tackle any barriers to learning that children and their families may experience whether the reasons arise inside or outside of the school.

Duties & Responsibilities

1. Safeguarding, Family and Welfare Support

- To act as the school's Designated Safeguarding Lead.
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- In the absence of a suitably qualified learning assistant, or as directed by SLT, provide emotional support to children through individual or group mentoring sessions.
- To identify, organise and review family and/or adult learning events both in school and out of school time.
- To inform parents/carers of appropriate welfare provisions, e.g. free school meals, clothing grants etc., to assist them where necessary in completing requests for such provisions and to carry out certain checks in relation to these provisions.
- To identify those who need extra help to overcome barriers to learning both inside and outside of school.
- To provide support, as is necessary, to looked after children and any others as directed by SLT, including liaising with associated agencies.
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils.

- To be proactively be the first port of call for vulnerable children and their families by being the lead professional responsible for:
 - Dealing with difficult parents by self.
 - Developing own knowledge of families through being at the school gates, liaising with children and staff.
 - Maintaining regular contact with vulnerable children and their families as well as those of emerging concern.
 - Making oneself available at regular points through the day for family drop-ins.
 - Providing support, including emotional support, guidance and problem-solving to address issues related to family functioning to individuals, families and/or groups.
 - Providing, supporting or, where appropriate, signposting families to a range of specialist services including parenting skills-building and children's centre.
- Independently leading meetings, such as Family Action, Child Protection and any other relevant child and family support meetings and reporting back to the Senior Leadership Team (SLT).
- Liaising with statutory and outside agencies and ensure access to all necessary information.
- Initiating and co-ordinating referrals to outside agencies, including liaising with school staff.
- Supporting the care of children where they are at risk of becoming looked after and/or their living arrangements are at risk of breakdown.
- Supporting the transition of new children, and their families, to the school including those new to the country.
- Following up own concerns, as well as those shared by others, regarding children and/or their families.

2. To be the Designated Safeguarding Lead

- Maintaining accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection.
- Assisting in the collation and production of statistical information with regards to safeguarding and pupil groups.
- Developing and reviewing, in a timely manner, a needs analysis and responsive provisions/action plans to support vulnerable children's needs, as well as those other children identified by SLT.
- Working with identified pupil premium group pupils and their families to narrow the attainment gap.
- Planning and assisting/delivering safeguarding training within the school.
- Regularly feeding back to SLT with updates, ideas and concerns from, or relating to, children and their families.
- Provide feedback to SLT on the development and impact which the role is having on the school community.

3. Attendance and Punctuality Support

- Advise and assist families to maintain regular school attendance and punctuality of their children.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- Communicate clearly to families the attendance and punctuality procedures and expectations of the school.

- Collect and analyse attendance and punctuality data to enable identification and tracking of pupil attendance.
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers regarding attendance and punctuality-based issues.
- Develop and maintain links with families with attendance and/or punctuality-based issues and the local authority's Educational Welfare Service.
- Attend all meetings with the Education Welfare Officer (EWO) in relation to all children at the school and accurately minute the meeting.
- Plan appropriate interventions to improve attendance and/or punctuality of targeted children with the support of the EWO where appropriate.
- Monitor and track whole-school attendance and punctuality and send out letters where appropriate.
- Produce half-termly attendance and punctuality reports for the SLT as well as any additional reports requested by SLT.
- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged.'
- Monitor and ensure that correct attendance codes are entered in class registers and on SIMS.
- Schedule and attend school-based meetings with families and other agencies, as necessary, to discuss and punctuality-related issues.
- Lead on, and drive forward, some of the attendance-based initiatives/incentives as directed by the SLT, analyse their impact and advise on next steps.
- Ensure staff are aware of, and follow school policy/procedures related to, their first-response duties to reporting and improving attendance and punctuality.

This post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within the job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

