

<b>Job Title</b>	Pastoral Support Manager
<b>Line Manager(s)</b>	Progress Leader Assistant Headteacher
<b>Responsible for</b>	Pastoral, welfare and achievement of learners in a designated year group
<b>Salary Scale</b>	NJC Points 23-25 (£22,751 - £24,499)
<b>Hours</b>	37 hours per week, term time only plus 5 days

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### Key Purpose of Role

- To provide a comprehensive student support service, operating within the school's aims and mission statement
- To effectively co-ordinate, administer and operate the pastoral welfare of learners in a year group
- To support and promote the achievement of individual learners in a year group
- To be the initial point of contact for parents/carers and external agencies
- To develop an ethos of study, high standards in learning and participation
- To support the Progress Leader in organising events for particular year groups

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### Key Areas of Responsibility

- Attendance/punctuality
- Pastoral welfare
- Student achievement
- Rewards and sanctions
- Liaise with parents/carers and external agencies
- Liaise with other professionals in school

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### Job Description

#### To secure the highest levels of student achievement, behaviour and participation:

- Report, communicate and co-operate with the designated line managers
- Play an active role in appropriate meetings and conferences with Line Managers and support staff and external agents as and when required.
- Liaise closely with subject leaders, teachers and form tutors
- Work the SENCO, supporting specific needs of individual students
- Liaise closely with parents and external agencies

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#### Under the leadership of the Head of Year and SLT (Student Support):

- Use form time to check the attendance and punctuality of individual students including the administration for Fixed Penalty Notices
- Promote outstanding attendance: phone calls home, home visits, monitoring pupils in alternative education, complete paperwork for fines and prosecution, work closely with the Education Welfare Officer
- Complete EHATs and attend Family Action Meetings as required
- Support Acts of Worship
- Hold a significant and pivotal role in Safeguarding the pupils under the direction of the Designated Safeguarding Officers
- Set the tone for a positive learning experience and create a positive year group identity and ethos
- Be involved in positive, powerful and inspiring year group assemblies
- Implement appropriate rewards and celebration events
- Ensure student contribution to the Student Voice
- Liaise with staff who co-ordinate and administer appropriate sanctions e.g. detentions

- Apply equal opportunities policies, challenge stereotypes, bullying and harassment following all school policies
- Provide a presence for the year group in a designated location, throughout the day including break and lunch
- Manage the attendance and punctuality of students
- Provide a mentoring service to students
- Attend LAC review meetings and contribute to PEPs for the relevant LAC students
- Support preparations for parents' evenings, as required
- Play an active role in Transition activities, when required

**Under the direction of the Progress Leader with support and guidance from the Assistant Headteacher:**

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- Assist in removing barriers to learning for individuals, groups and cohorts (for example attendance, punctuality, truancy, behaviour)
- Encourage student participation in extra-curricular events/activities and enrichment opportunities
- Work from a secure base, to safeguard records, conduct interviews and complete student business
- Comply with the Data Protection Act, regarding safeguarding, student/parent/family confidentiality and Child Protection

**Additional areas of responsibility**

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- Keep up to date with current trends in matters relating to the pastoral welfare and achievement of students
- Attend all relevant staff training and develop professionally by accessing appropriate CPD courses
- Complete reasonable request from line managers and the Headteacher
- Contribute to the school's website
- Support the Head of Year in organising year group events

This job description is subject to review and elements can be negotiated to suit the requirements of the individual applicants.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**