

Job Title	Pastoral Support Manager
Responsible to	Assistant Head teacher –Pastoral and SLT
Job Purpose	Coordinate with the pastoral staff and Heads of Year Lead the provision of pastoral care within the school. Identifying and addressing the needs of students requiring support to overcome barriers to learning, to raise their aspirations and achieve their full potential
Salary	This is a Grade 6 post working 35 hours per week, term time only plus 5 training days. The pro-rata salary is £24,857 and the full time equivalent salary is £28,900.

Main Responsibilities

Follow the school's policy and procedures on Safeguarding and Child Protection and encourage student awareness of personal safety and well-being.

To support the Jewish ethos of the school and setting an example of personal integrity and professionalism.

To take an active role in promoting positive behaviour in school by undertaking the following responsibilities:

Behaviour intervention

- Intervene to support staff with incidents of poor pupil behaviour or classroom exclusion.
- Positively reinforce high standards of behaviour, anticipating and managing behaviour and conflict. To motivate and reward students and work with teachers to ensure they continue to motivate as well as challenge students.
- Contribute to the staffing of the school exclusion room and undertake restorative work with pupils sent there.
- Build positive intervention through 1 on 1 and small group sessions.
- Support and investigate incidents of poor behaviour.
- Contribute to the effective management and delivery of sanctions.

Identifying pupil needs

- Work with AHT- Pastoral, SENDCO and Heads of Year to identify when poor behaviour occurs and why a pupil is misbehaving.

Areas of investigating and intervention could include:

- o Significant and consistent underachievement.
- o Poor behaviour as compared to peers.
- o Failing motivation and/or confidence.
- o Difficulty in concentrating and being focused.
- o Poor attendance and/or punctuality.
- o Behaviour that places the child or others at risk.
- o Supporting students with neurodiverse needs.

Supporting pupil outcomes

- Work with relevant pastoral staff to implement support plans for 'high tariff pupils', relating directly to their individual needs and circumstances.
- Help monitor and evaluate 'high tariff pupils' progress; contributing to amendments of support plans as appropriate.
- Establish and maintain positive and appropriate relationships with pupils that engage, motivate and remove barriers to learning.
- Be involved in supporting new students to the school.
- Maintain regular contact with families/carers of students in need of additional support, keeping them informed of the student's objectives and progress, and securing positive family support and involvement.
- Support the work of the attendance officer in promoting positive attendance.
- Attend and participate in relevant meetings within the school as required, such as DSL, AHT, SENDCO, attendance, HOY and Pastoral meetings.
- Work with any external agencies involved in supporting pupils and establishing links with other services as necessary.

- Offer information, advice and guidance to others regarding the support of students. This may include sharing knowledge of activities, courses, organisations and individuals that can be accessed to provide additional support to students.

Additional duties

- To be 'on call' during lunch to respond to incidents and offer support.

General Responsibilities

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To adhere to the schools' policies.
- Other duties as may be determined from time to time within the general scope of the position.

Whilst every effort has been made to explain the duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's responsibilities and duties, all individual tasks undertaken may not be identified.