

PASTORAL MANAGER

Job Description and Person Specification

Job Title: Pastoral Manager

Main Function: The Pastoral Manager is a key role, supporting the provision and delivery of wellbeing, support and safeguarding for pupils at Shoreham College. The position will require you to assist with and contribute to the care and supervision of pupils as well as being an information point for pupil wellbeing within the College. The successful candidate will manage the wellbeing centre and provide specialist support, in order to remove barriers to learning and uphold the highest standards of well-being, attendance and behaviour, ensuring positive outcomes for pupils. The post is full time, term time only but you will be expected to work for a few days as required at the beginning and end of the school year.

Reporting Line: Designated Safeguarding Lead, working closely with the Assistant Head - Pastoral

Overall Responsibilities

Safety, wellbeing and behaviour

- Will assist in developing and implementing policies and practices which reflect our commitment to positive behaviour and emotional well-being;
- Ensure actions are taken to promote the inclusion and acceptance of all pupils, tackling discrimination and bullying in accordance with the College's policies;
- Take steps to prevent bullying and support victims of bullying. Ensure that incidents are logged and that trends are monitored and acted upon in liaison with the pastoral teams;
- Support the pastoral teams in identifying vulnerable pupils and working with them in a variety of contexts to address their needs;
- Establish productive working relationships, acting as a role model and setting high expectations;
- Lead 1:1 or small group support for pupils identified as having additional pastoral or safeguarding needs;
- Act as a single point of contact for those pupils identified as having additional pastoral or safeguarding needs;
- Involvement in developing support plans and coordinating multi-agency work to support pupils' welfare, progress and achievement;
- To make timely referrals to external agencies in consultation with the DSL and Deputy DSL
- Comply with and support the development of relevant policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
- Lead and support intervention for pupils who are presenting a safeguarding concern; recording actions in accordance with the Child Protection/Safeguarding Policy;
- Ensure administrative duties related to Safeguarding protocols are complete and up to date for all pupils presenting safeguarding concerns. Liaise with staff as appropriate to gather information that is needed to complete and compile reports required for outside agency meetings;
- Support the successful transfer of pupils between Key Stages. Identify and plan activities to support transition of identified vulnerable pupils.

Attendance

- Lead, develop and implement policies and practices which reflect the College's commitment to high levels of attendance;
- Monitor attendance and punctuality of pupils to plan and implement interventions as appropriate and promote positive engagement and attendance;
- Where appropriate lead parent/carer meetings for pupils who are at risk of, or experiencing low levels of attendance. Record outcomes to support possible future intervention by outside agencies.

Leadership and Management

- Be responsible for the well-being centre;
- Use school data and staff referrals to plan support and intervention for individuals and key groups;
- Present a positive and professional understanding of the College when liaising with outside agencies and the local community.

Administrative Support

- To oversee the organisation of the College counselling service, including overseeing the referrals process from pupils, staff and families. To communicate with and work alongside the counsellor and DSL in order to prioritise access to the service according to need, and to oversee and manage the waiting list;
- To carry out administrative tasks as required, including the preparation of referrals, pastoral and attendance data, pupil investigations and materials required for meetings.

Person Specification

Qualifications & Training Required:	<ul style="list-style-type: none">• Having or working towards NVQ Level 4 or equivalent qualification, or experience in a relevant discipline.
Experience Required:	<ul style="list-style-type: none">• Experience of supporting young people's well-being and safety;• Knowledge and understanding of the needs and issues facing young people and the support available for them;• Understanding of safeguarding legislation, policies and codes of practice;• Maintaining accurate records together with the ability to analyse and present information;
Knowledge/Skills Required:	<ul style="list-style-type: none">• Good knowledge of Microsoft Office including Excel, Word and Power Point;• Strong literacy and numeracy skills.
Personal Attributes:	<ul style="list-style-type: none">• The ability to build positive relationships with students and staff across the College;• A positive and can do attitude, with a solutions focussed approach;• Empathy;• Excellent communication and organisational skills.