



Job Description

Pastoral Manager (Bucks Pay Scale 5) (Maternity Cover)

Principal Responsibilities

To support the Pastoral Team

Responsible to: The Headteacher via Assistant Headteacher

Safeguarding

- To support and inform the DSL of safeguarding concerns and deputise when appropriate under instruction
- To complete and submit MARFs to First Response
- To monitor and chase MARF outcomes
- To collate information and prepare reports for CP/CIN/Conferences
- To lead on vote & make recommendations regarding actions that school can offer at CP/CIN/Conferences/Early help, multi-professional, strategy, CAMHS and annual reviews
- To monitor those students on a CP/CIN plan, adoption and/or looked after children
- To support students with any issues raised in CPOMS, taking appropriate actions according to school policy
- To ensure information is kept up to date by continual logging and actioning of CPOM alerts
- To co-ordinate and complete associated administration relating to safeguarding cases/history
- To lead on CP/CIN meetings for 1 of the weeks during the summer vacation

Emotional Based School Avoidance Lead role

- To analyse attendance data and identify patterns to avoid early school avoidance
- To lead on and devise strategies to prevent and improve Emotional Based School Avoidance
- To liaise with families and professionals and hold stakeholders to account

Multi Agency Liaison

- To liaise, co-ordinate and attend meetings with external agencies
- To manage our school counselling service, ensuring students are triaged appropriately and parents consulted under the direction of the AHT
- To complete assessment forms &/or provide information to other agencies as requested
- To ensure students are aware of their sessions and support agencies when they are in HGSS
- To manage the Young carers process in school under the direction of the AHT

Emotional Well-Being

- To interface with students and deal with day to day issues and concerns whether in school or outside, taking appropriate action according to school policy, referring where necessary and enabling them to attend school and reach their full potential
- To support all students with emotional difficulties and provide a communication link for parents of these students who may require information and advice.
- To set up and run support groups in a 1:1 or group basis to meet students' changing pastoral needs e.g. well-being, resilience, anger-management, self-esteem, anxiety, revision plans and techniques under the direction of the AHT

Transition

- For Year 7 – to monitor & review all Year 7 files and raise any concerns with AHT & SENCO
- For Year 11 - the transfer of year 11 files into further education or HGSS Sixth Form
- All years - to support the transition between year groups as students move from KS2 through to KS5, including for example: supporting transition day, meeting external teachers and visiting feeder schools if necessary
- All years - to be the initial point of contact and support person for new students joining HGSS part way through the academic year, identifying suitable 'buddies' and ensuring a smooth integration

Behaviour

- To support the Heads of Year/AHT with obtaining statements, reviewing CCTV footage, liaising with parents and completing associated paperwork
- To support the work of the Reintegration unit, providing cover as necessary
- To support HOY/SLT in ensuring that all students are wearing the correct school uniform via the morning 'line up' process
- To support restorative justice/mediation meetings with AHT and HOYs between students and/or staff to bring issues to a satisfactory conclusion or to enable students to move forward
- To set up, review and administer Pastoral plans, e.g. Pastoral Support Plans, etc. in conjunction with the HOYs
- To complete behaviour logs and intervention logs where appropriate for students near permanent exclusion

Attendance

- To provide support to Attendance Officers and HOY, liaising with them on appropriate action to be taken for attendance issues and concerns in consultation with EWO where necessary.
- To accompany HOY/Attendance Officers at EWO meetings and home visits

Administration

- To provide general administrative support to the HOY's as required

Focus Room

- To provide cover for the focus room on a weekly schedule
- Support the Behaviour for Learning Policy by ensuring positive and mature behaviour of students attending the focus Room
- Ensure that students adhere to the rules of the focus room.

Skills Required

- Ability to work as a member of a team
- To work with initiative
- Good organisational skills

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- To be an effective team member, recognising the challenges such that the role presents.
- Ability to use Microsoft Word, Excel and the school SIMS database.
- Participate in the school appraisal process
- Work within the terms and conditions of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date