

BIRCHENSALE MIDDLE SCHOOL



JOB DESCRIPTION

Post Title:	Pastoral Support Manager
Responsible to:	Headteacher/SLT
Line Manager:	Pastoral Lead
Responsible for:	Pupils under their care
Conditions of Service:	40 hours per week 8.00a.m. – 4.30p.m. (30 mins lunch 12.00p.m. – 12.30p.m) Term-time only plus TEDs (39 weeks per academic year – 195 days)
Scale:	SO1
Contract:	One Year Fixed Term

MAIN PURPOSE OF JOB

To promote the positive behaviour and excellent attendance of all students within the School by leading on discipline measures, monitoring behaviour and attendance and intervening with positive measures when concerns arise.

Ensuring the well-being of students, including where necessary liaison and action with families and other agencies.

To be able to understand and use a range of strategies to deal with behaviour as a whole and also individual behavioural needs.

Under the direction of teaching/senior staff, to work with individuals/groups to supervise the pastoral care of pupils, including those with SEN.

To support access to learning for pupils and provide general support to the teachers/senior staff in the management of pupils.

To carry out tasks as reasonably directed by the Headteacher/SLT.

MAIN DUTIES AND RESPONSIBILITIES

Support the Pupils by:

- Use specialist (behavioural management) skills/training/experience to support pupils' physical and emotional needs.
- Assessing their needs and supporting their learning.

- To support the educational and pastoral outcomes of all of our pupils, including SEND, Pupil Premium, EAL and LAC pupils.
- Encouraging pupils to develop and use their creativity, initiative, independence and responsibilities.
- Establishing effective relationships with pupils, acting as a good role model and setting high expectations.
- Promoting the inclusion of all pupils within the classroom.
- Recognising and responding to a pupil's individual needs.
- Providing feedback in relation to non-academic progress and achievement.
- Encouraging pupils to interact and work co-operatively.
- Monitor pupils through the Pastoral Support Programme (PSP) and individual pupil profiles.
- Visit identified pupils (this will often be pupils on PSP) and classes at the start of some lessons to ensure that sharp, focussed starts to lessons are achieved.
- Use the school achievement and behaviour system to support pupils.
- Lead and ensure a consistent use of impactful strategies that support positive wellbeing, by raising self-esteem.

Support the Teachers by:

- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils.
- Providing accurate and objective feedback on pupils' achievement and progress ensuring the availability of appropriate evidence.
- Assisting in the organisation and management of the learning environment and resources.
- Managing the behaviour of pupils in line with the school behaviour policy.
- To attend call outs from staff where concerns arise.
- To carry out investigations with students following incidents within school and then to make suggestions as to follow up action, in line with the school's Behaviour Policy.
- Use skills and experience to manage safely activities, the physical learning space and resources for which you are responsible.
- To monitor attendance and punctuality data and work with the EWO, Pastoral Administrator and Pastoral Lead to improve punctuality and attendance.

Support the School by:

- Managing and overseeing the school's after school detention sessions.
- Record all behaviour information on the school's MIS (Management Information System.)
- Work with the SLT in the production, analysis and action plans of all behavioural reports.
- Work with SLT, SENCo, Pastoral Mentor and HoYs on developing strategies to support key pupils.
- Using ICT effectively to support and develop pupils.
- Produce suitable isolation and detention reflection work and work with pupils to

- understand issues and manage their own behaviour going forward.
- Supervise break and lunch time activities, outside of own lunch time.
 - Provide support and intervention post pupil break and lunch times.
 - Selecting and preparing resources necessary to deliver activities, taking account of pupils' interest and cultural backgrounds.
 - Supervise work that has been set in accordance with the school policy.
 - Provide positive behaviour programs for individual pupils.
 - Complying with and assisting with the development of policies and procedures within the school.
 - Playing a full part in the school's community, supporting its vision and values, and being a good role model for all pupils.
 - Establishing effective relationships with a range of agencies including other professionals and parents.
 - Participate in continuous professional development activities and share skills and expertise with other staff.
 - Participating in appropriate meetings with colleagues and parents, relative to the above duties.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
 - To assist in the administration and organization of the school.
 - To meet regularly with the Senior Leadership Team to plan and review interventions.
 - Run and manage after school clubs to widen the extra-curricular offer.

General

To carry out any other duties which come within the remit of this post.

Complying with the school's Equality Policy, Safeguarding Policy and Health and Safety Policy.

Safeguarding

Birchensale Middle School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Birchensale Middle School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Contacts

In dealing with all contacts the post holder will be required to present a good image of the school, deal with people in a professional manner, and maintain constructive relationships.

Equal Opportunities

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

Other

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- To play a positive role in the life of the school community;
- To maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- To promote parental and community involvement in the life and work of the school;
- In all contacts the post holder will be required to present a good image of the school as well as maintaining constructive relationships;
- **Trinity Birchensale Middle School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position;**

Note

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

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Mr Mark Brazier
Headteacher

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Pastoral Support Manager

Date:

Date: