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**Pastoral Manager - Job Description**

**Purpose of the role:**

To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

# **Duties and responsibilities**

Working with pupils

* Identify strategies to help overcome individual pupils’ barriers to learning.
* Alongside the SENDCo, use systems to monitor the behaviour, attendance and progress of pupils who are on targeted interventions.
* Co-ordinate the development of pupils’ individual behaviour support plans and review ongoing progress towards set goals.
* Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning.
* Promote high standards of behaviour and consistently implement the school’s behaviour policy.

Working with staff

* Make sure each member of staff has access to, understands and can apply consistently, the school’s pastoral procedures and strategies, especially new staff.
* Liaise with teaching staff to support monitoring activities on individual pupils’ behaviour.
* Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions.
* Work with the SENDCO to identify pupils in need of additional support and to develop individual support plans.
* Work with senior leaders to develop whole-school pastoral care policies and action plans.
* Participate in senior leadership meetings, as required.
* Be available for staff to discuss safeguarding concerns.
* Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.
* Plan and implement group and individual work on pastoral matters with targeted pupils.

Working with parents/carers and external agencies

* Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary.
* Attend meetings relating to pupil attendance and pastoral matters.
* Take part in strategy discussions and inter-agency meetings and / or support other staff to do so and to contribute to the assessment of children.
* Where necessary, and in conjunction with the class teacher, communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child.
* Maintain regular contact with parents/carers to discuss their child’s progress, behaviour and attendance.
* Build positive relations with parents/carers to encourage family involvement in their child’s progress.
* Communicate with parents/carers about specific support in place for their child.
* Assist parents/carers with any information they need to support their child.
* Liaise with external support agencies and professionals as required, to cater for pupils’ individual needs.
* Build and refresh knowledge on the range of external support available that could support pupils’ individual needs.
* Work with the local authority’s Education Welfare Officer to monitor attendance and attendance patterns.
* Undertake home visits as necessary and provide support to enable children to get to and from school.

Administration

* Maintain accurate records of interventions and relevant meetings.
* Facilitate the transfer of relevant pupil information inside and outside the school.
* Make sure that pupil medical information is updated, and that staff are aware of the individual medical needs of pupils.
* Complete relevant paperwork required by external agencies.
* Keep up to date, accurate and secure records of pupils with Child Protection plans and other social services or external agency involvement.
* Compile accurate records of attendance identifying children whose attendance is a concern and outline the support given to families to help them improve their child’s attendance.
* Coordinate the implementation of Penalty Notice Warnings and Penalty Notices to ensure that the school’s legal duty is met.

# **Other areas of responsibility**

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies to ensure the safety of pupils, family members and colleagues.
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
* Promote the safeguarding of all pupils in the school.
* Make referrals to the police where a crime may have been committed which involves a child.
* Liaise with the Headteacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the school.