



Job Description

JOB TITLE	Pastoral Support Manager
PHASE	Secondary
HOURS	37 hours per week, 41 weeks per annum
REPORTING TO	Head of House / Senior Head of House

Job Purpose

- To monitor and track student progress and pastoral welfare
- To contact students/parents as necessary
- To promote good attendance
- To promote positive behaviour
- To raise Student aspirations
- To attend Parents Evenings, Open Evenings and support Academy/House Events
- To liaise with external agencies

Duties and Responsibilities

- Pastoral Welfare of Students in the House Group with a focus on safeguarding and mental health.
- Liaise with Social Inclusion Welfare Officers regarding Student attendance, monitor Student attendance and home visits when necessary.
- To liaise with internal and external support teams for students displaying mental health & wellbeing concerns.
- To assist the Head of House on evaluating Student data on progress and standards.
- To work in collaboration with the attendance team, meet Students and parents as necessary and put in place strategies to support development and increase progress.
- To attend House meetings and take minutes. Head the meetings in the absence of the Head of House.
- Liaise with the safeguarding team and LAC coordinator for students under Children's Services, providing up to date information for requests from external agencies.
- To attend Planning and Site meetings as required and take minutes.
- Update Student panel referrals and attend student panel meetings and follow up on any actions and complete referrals.



- To liaise with the New Student Support team with regards to the allocation and integration of new students.
- To make referrals to other agencies as and when necessary, to liaise with these agencies to ensure student needs are met and to lead on TAF meetings where appropriate
- To organise House reports and liaise with Tutors.
- To organise Parents evenings, House Group specific meetings and attend those evenings.
- To promote and share success within the House around school.
- To organise Special House Events, Celebration Evenings, Proms, etc.
- To liaise with the Special Educational Needs Faculty and attend statement review meetings.
- To organise the House photograph and vaccinations.
- To keep accurate data on Free School Meals and Attendance for the House Group.
- To coordinate Census data with the Assistant Principal / Admin team when required.
- To supervise the Academy site by walking the surrounding area during Student lunch times, taking their own lunch time at a different time.
- To be responsible for one of the following:
 - Documentation specific to the House Group
 - Information for New Parents
- To be responsible for display material on the House Notice board.
- To organise and evaluate Student and parent questionnaires on an annual basis.
- To work with other Academy staff on the organisation of Internal examinations.
- To be part of a mentoring team to promote Student achievement.
- Organising the paperwork for rewards trips and any reward competitions.
- To monitor some Student Detentions.
- To help organise trips as and when needed.
- To promote positive behaviour and provide support for Students with
- behaviour difficulties.
- To provide basic First Aid in the absence of the primary First Aider.



- To keep accurate records of personalised timetables of Students in the House Group.
- Play a key role in Academic Tutoring within the House Group.
- Administration duties for the House Group and update Student records.
- Attend meetings held by other agencies where necessary and complete the required paperwork.
- Deputise for the Head of House in their absence.
- Cover registration in the absence of the usual member of staff.
- Provide support for other House Groups when needed.
- Promote School Uniform Policy.
- To be actively involved in primary liaison and the induction of House groups.
- To undertake other tasks as required by the Principal.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct



- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at TSAT Hub. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.



- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust 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 the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.



This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Pastoral Support Manager

Name:

Signed:

Date:



PERSON SPECIFICATION
PASTORAL SUPPORT MANAGER

	Essential	Desirable
Good knowledge and understanding of general School issues	✓	
Knowledge and understanding of the relevant Key Stage curriculum		✓
Experience of dealing with challenging situations	✓	
Good communication skills	✓	
Ability to speak to large groups of people e.g., Student Assembly, Parents Evening		✓
Significant and recent experience of working with young people	✓	
Recent experience of working in a school		✓
Good administration skills, word processing, data base	✓	
Understanding and effective use of the SIMS system	✓	
A commitment to raising Student aspirations	✓	
Ability to organise and conduct effective Form rep meeting	✓	
Well organised with evidence of good organisational skills	✓	
Good time management	✓	
Ability to relate to all Academy Students and students	✓	
Ability to work as part of a team	✓	
Ability to innovate	✓	
A good understanding of data and Student progress	✓	
Ability to produce statistical information using spreadsheets	✓	
Two references which confirm satisfactory standard of work, relationships with Students and relationships with staff and parents	✓	



Two references which confirm no issues evident in terms of child protection, discipline or capability	✓	
Commitment to safeguarding young people, appropriate DBS Enhanced Disclosure	✓	