# WITHERSLACK GROUP JOB DESCRIPTION

**POST TITLE:** Deputy Pastoral Care Manager

**LIAISON WITH:** Pastoral Team, Senior Leaders

**RESPONSIBLE TO:** Pastoral Care Manager

OVERALL RESPONSIBILITIES

As Deputy Pastoral Care Manager you are expected to take responsibility for ensuring that the children and young people receive a level of day care which displays a commitment to the philosophy of the Witherslack Group. If you feel at any time this is not the case it is your responsibility to bring it to the immediate attention of the Pastoral Care Manager and Head Teacher.

GENERAL DUTIES

Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each individual child or young person.

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

In saying this, no effort is spared to achieve a true partnership between school, parents/carers, and authorities, which will promote the physical, intellectual, emotional and social development of our children and young people in order that they may achieve their full potential.

**1. Expectations**:

In fulfilling your role you will be expected to:

* To assist the Pastoral Care Manager in ensuring that all policies, procedures and practices reflect the schools commitment to the importance and value of the individual.
* Ensure that all children and young people are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.
* to support class teachers by assisting in classroom management and by providing basic supervision and day care skills in relation to pupils.
* To support class teachers in education and assessment of pupils
* To assist in developing and implementing individual educational and behavioural programmes and developing initial behaviour support plans and risk assessments
* To maintain strict confidentiality in all areas of your work.

**2. Designated Areas of Responsibility**

**As Deputy Pastoral Care Manager you will be expected to assist the Pastoral Care Manager in ensuring that:**

* Adequate levels of staffing are available at all times
* You are accessible to all members of the Pastoral team.
* To contribute to the supervision and PDR process as required
* To take lead responsibility for health and safety
* To attend assessment meetings and provide written reports as required
* To ensure reporting and recording is completed in line with group and external requirements

1. **Staff Development**

As Pastoral Care Manager you will be expected to assist the Pastoral Manager in ensuring that both the personal and professional needs of thestaff are met. Staff are identified and as far as possible catered for, therefore you would be expected to support with the following:

* Identify the pastoral training needs of staff so as to promote their personal and professional development.
* Organise or assist in the organisation of training events both within school and outside from which staff members will benefit.
* To motivate and enable staff members to meet their full potential as effective practitioners of ‘High Quality Pastoral Care’.
* To contribute as directed to the operation of the schools Internal Quality Assurance, Monitoring and Self Evaluation procedures

1. **Managerial Responsibilities**

* Contribute to the development and continuous review of policies
* The daily running and management of the school logging systems.
* Maintaining effective channels of communication within the school
* Attending and contributing to Pastoral Team meetings
* Monitoring of pupil attendance.
* Monitoring of R.P.I. statistics.
* Monitoring of out of programme statistics.

1. **Safeguarding / Child Protection**

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.*

1. **Complaints Procedure:**

Take responsibility for the in the implementation, operation and monitoring of the School’s ‘Complaints Procedures’ set up for our children and young people.

1. **Outside Links:**

To liaise closely with home staff, encouraging a partnership in the personal, educational and social and emotional development of the child

Attend meetings as required

Assist in preparation of report following assessment

To attend meetings as directed by Pastoral Care Manager/Head Teacher

1. **Accountability:**

As Deputy Pastoral Care Manager you are accountable to the Pastoral Care Manager, and therefore it is your duty to inform them of all matters relating to day care within the school.

1. **Personal Responsibility:**

As a Deputy Pastoral Care Manager you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work. You are expected to discuss your work in supervision and appraisal with the Pastoral Care Manager.

1. Due to the nature of your work, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Pastoral Care Manager or Head Teacher. On such occasions we will strive to give you adequate notice and guidance of these duties.

ACKNOWLEDGEMENT

Employee ......................................................................

(Print Name) ......................................................................

Date ......................................................................

Employer ......................................................................

(Print Name) ......................................................................

Date......................................................................

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## PERSONNEL SPECIFICATION POST: Deputy Pastoral Care Manager

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| **Part – time / Full Time**  **Hours of work** | **Essential** | **Desirable** |
| **Experience**  **(Duration, type and level of experience necessary)** | To have 2 years experience of working with BESD or ASC pupils in a school or care setting.  To have a basic understanding of safeguarding children procedures.  To have experience of working with a staff team. | To have supervised staff in care or pastoral roles.  To have led staff in areas of development.  To have worked with parents/ social workers to assist child development.  To have experience of working with primary aged BESD / ASC pupils |
| **Education / Training / Qualifications**  **(Number type and level )** | No specific qualifications. | NVQ 3 in care.  Safeguarding children.  TEAM - TEACH training.  SEN training in Autism or BESD |
| **Special Knowledge** | To understand the expectations of a school.  To have knowledge of children’s developmental needs.  To understand the varied needs of SEN pupils. | To understand the needs of pupils with behavioural, Emotional and Social difficulties and or autism.  To understand the Special Needs ‘Code of Practice@ |
| Skills - Disposition | Ability to be part of a team and communicate effectively.  To be a good listener.  To be a good role model.  To be able to motivate pupils.  Ability to make decoctions and follow and follow procedures.  To have high expectations of pupils.  To be flexible, adapting to new tasks.  To have good organisational skills. | To liaise with multi - disciplinary teams.  To assist with monitoring assessment procedures. |
| **Working Arrangements & Personal Availability** | 42.6 hours per week. |  |