

## **WITHERSLACK GROUP JOB DESCRIPTION**

<b>POST TITLE:</b>	Pastoral Manager
<b>RESPONSIBLE TO:</b>	Head Teacher
<b>LIAISON WITH:</b>	Pastoral Team, SLT, Senior Leaders in Group, Schools and Homes, Group Office Staff, IT, external agencies and Local Authorities

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### **OVERALL RESPONSIBILITIES**

As our Pastoral Manager, you will play a key role in the whole school behaviour strategy and provide behaviour management support to our teachers and wider team to help them manage challenging behaviour and implement individual and whole school interventions to support prevention and reduce these behaviours over time.

The position plays a key role in safeguarding our children and young people as you will also be the Designated Safeguarding Lead (DSL).

Forming part of the school SLT and school board, you'll bring guidance on how we can improve our behaviours and reduce incidents, using data as evidence and measure of success.

### **GENERAL DUTIES**

- Provide targeted pastoral support to our young people, enabling them to develop social and emotional resilience and achieve their best possible outcome
- Lead, manage and motivate the Pastoral Team, identifying any training needs to promote their personal and professional development, including PDR and supervisions
- To lead Positive Behaviour Support (PBS) throughout the school, ensuring that staff are clearly focused on the theory and strategies that underpin it, in order to fully understand the function of behaviour
- Work with the Head Teacher, Teachers and support staff to participate in comprehensive assessment of children and young people to determine those in need of particular support and intervention and establish programmes in response to this
- Lead and monitor R.P.I. statistics and implement proactive plans that improves management of incidents and reduces the use of physical intervention. Support other staff to understand and use this data to ensure consistency across the school
- To deliver a range of training to all school staff (particularly Positive Behaviour Support and Safeguarding), linked with the School Development Plan or responding to the changing needs of the children and staff
- To operate the schools Internal Quality Assurance, Monitoring and Self Evaluation procedures for Pastoral
- Take every step necessary to ensure that our children and young people are safeguarded

- To assist in developing and implementing individual educational, social and behavioural programmes
- Support the writing and fulfilment of day pastoral care systems and rota's (e.g: breaks, lunchtime etc)
- To co-ordinate and monitor the School's 'Complaints Procedures' set up for our children and young people
- To uphold standards of the highest quality; which reinforce the dignity and respect of our young people in an inspiring environment
- Develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies
- Support and contribute to the process of keeping all policies up to date and reflective of the schools commitment to the best possible outcomes for children and young people and expectations of the Witherslack Group, Ofsted and legal guidance.
- Attend and take an active role in all Senior Leadership Team and school board Meetings
- Attend and take an active role in all Witherslack Group Pastoral Managers and Safeguarding forums
- To take responsibility for the daily running and management of the school logging systems
- Take responsibility for the monitoring and maintenance of young people's medication systems
- Support the monitoring of children and young people's attendance
- To promote 'Partnership' with parents / families or carers
- Keep accurate records and reports for all areas of responsibility
- Actively seeking to keep up to date with sector developments and CPD

## **SAFEGUARDING**

As Pastoral Manager you must ensure that you have adequate knowledge and insight into all applicable safeguarding and child protection policies and guidance. To act as School Designated Safeguarding Lead (DSL) - To undertake this role you will be required to complete Witherslack Group DSL Training. To ensure that the School's child protection policy and procedures are implemented and followed (refer to full Witherslack Group full DSL Job description & KCSIE 2020)

## **GROUP SAFEGUARDING**

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. 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 person on call.*

## REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

## ACKNOWLEDGEMENT

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Employee Signature.....

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

Manager Signature.....

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

**Person Specification for the post of:** Pastoral Manager

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years working in a school or care setting</li> <li>• Experience of working with children and young people</li> <li>• Previous management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of children with communication difficulties, ASD and ADHD</li> <li>• Experience working with children and young people with SEN</li> <li>• Experience of working with children and young people with challenging behaviour</li> </ul>
<b>Education / Training / Qualifications</b>		<ul style="list-style-type: none"> <li>• Leadership related Qualification</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Positive Behaviour Support (PBS)</li> <li>• Experience of staff appraisal/performance management and supervision</li> <li>• Highly ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding and Child Protection</li> <li>• Carrying out risk assessment</li> <li>• Experience of timetabling / rota planning</li> <li>• Understanding of barriers to learning, including behaviour management strategies</li> </ul>
<b>Skills - Disposition</b>	<ul style="list-style-type: none"> <li>• High level of resilience</li> <li>• Experience of organising and delivering exciting and engaging activities for children and young people</li> <li>• Ability to coach, mentor and manage a team, with proven leadership skills</li> <li>• Able to build positive relationships with children and young people</li> <li>• Maintain professional standards at all times</li> <li>• Communication skills – ability to make points clearly and listen to and understand the views of others</li> <li>• Self-management – the ability to plan time and organise effectively to meet tight deadlines</li> <li>• Calmly respond to challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of multi-agency working</li> <li>• Experience of working with families and carers</li> </ul>
<b>Working Arrangements &amp; Personal Availability</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Full Time Hours of work 42.6 per week</li> <li>• Full UK Driving Licence</li> <li>• Willingness to undertake training and development</li> </ul>	

