



## Job description

JOB TITLE:	<b>Pastoral Support Manager</b>
GRADE:	Hackney Support Staff Scale Scale 5, Point 15 £ 27,896 (pro-rata)
RESPONSIBLE TO:	Inclusion Manager & Headteacher
HOURS OF WORK:	This post is term time only  ✓ Monday until Friday 8.00am until 4.30pm(-1h lunch) These hours may be reviewed in consultation with you.

## POST RESPONSIBILITIES

### MAIN DUTIES and RESPONSIBILITIES

- To work closely with relevant staff to identify and address the needs of students with barriers to learning including behaviour, attendance, punctuality and emotional support.
- To ensure effective intervention is in place for all students, particularly related to behaviour for learning, in order to address key development aims for the school and maximise the achievement and progress of students.
- To conduct home visits and organise meetings to build effective working and trusting relationships with families and students with specific needs to improve attendance, behaviour and punctuality and provide support to help students regulate emotions.
- Under the direction of the Inclusion manager, to develop and promote strategies to support students with behavioural, emotional and social development needs so that students are able to manage their behaviour, develop resilience, self-esteem and maintain healthy relationships with others.
- To promote the vision, values and ethos of the schools throughout normal daily practice and at internal and external events.



- To adopt the key worker role for named students to include monitoring their progress, attending relevant meetings and reporting any concerns as required.
- To ensure regular reporting to and effective links with the parents of students and other key stakeholders regarding performance, behaviour and progress.
- To support Assistant Headteacher with the writing, coordination and monitoring of Academic Support Plans including subsequent review meetings and outcomes.
- To ensure accurate student records in relation to individual casework are maintained and appropriate reports are written to evidence impact.
- To follow Federation policies and procedures i.e. Health and safety, Child Protection and Equality, and undertake relevant risk assessments where necessary.
- To act as qualified First Aider and attend relevant training.

*Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the school Head teacher.*

*This job description will be reviewed annually 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 academy in relation to the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Gayhurst Community School Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.*

#### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



## Person specification- Pastoral Support Manager

### QUALIFICATIONS

ESSENTIAL    DESIRABLE

5+ GCSE's A*-B, including English and Maths	✓	
Degree or equivalent in relevant subject.	✓	
Further relevant qualification/willingness to obtain or enhance qualifications and training for the post	✓	

### EXPERIENCE

ESSENTIAL    DESIRABLE

Experience of working within educational environment or with young people		✓
Experience of supporting students with Special Educational Needs (SEN) and wider emotional needs.	✓	
Proven track record of successfully supporting young people to engage with learning.	✓	
Experience of working with young people with challenging behaviour.	✓	
Experience of handling confidential information appropriately.	✓	
Experience of running targeted small group work, workshops or interventions.		✓
Experience of working with students/families to set short term goals for individual students and supporting students in achieving these.		✓
Experience of conducting home visits and multiagency meetings.		✓

### KNOWLEDGE & SKILLS

ESSENTIAL    DESIRABLE

Excellent interpersonal skills.	✓	
Good administrative, IT and organisational skills.	✓	
Ability to prioritise workload and work to given deadlines.	✓	



Knowledge of the range of support/agencies available for students	✓	
Ability to work independently, showing initiative, and as an effective team member.	✓	
Ability to be effective in the face of difficult situations and pressure.	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information.	✓	

### PERSONAL QUALITIES and ATTRIBUTES

ESSENTIAL    DESIRABLE

Proven tact and diplomacy when dealing with adults and young people	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude	✓	
Energy, enthusiasm and commitment	✓	
Committed to safeguarding, inclusion and promoting the welfare of children and young people.	✓	
Willing to visit students' homes to build effective working relationships with hard to reach families.	✓	
Humour, flexibility when dealing with daily challenges and a determination to deliver great outcomes for all children in our care	✓	