



## **CALDEW SCHOOL**

### **JOB PROFILE**

**POST:** Pastoral Support Manager - Key Stage 4

**DEPARTMENT:** Student Support

**SCALE:** PCD 8ii

#### **JOB PURPOSE:**

To carry out the role of Pastoral Support Manager within the school in order to provide effective support to the pastoral wellbeing and development of students in Year 10 and 11.

#### **KEY RESPONSIBILITIES:**

1. Provide support to Year 10 and 11 students working with the wider Student Services team.
2. Work with disadvantaged students in Years 10 and 11 to improve their attendance, behaviour and achievement.
3. Update and maintain record systems and in particular those relating to behavioural and pastoral issues in Years 10 and 11.
4. Respond to identified needs of students by supporting them and taking appropriate action in consultation with the wider team.
5. Liaise with and attend meetings with parents and outside agencies as appropriate.
6. Be involved in the Early Help process for identified students in Years 10 and 11
7. Undertake a role in the behaviour management of students in Years 10 and 11 so that they can engage fully in their learning.
8. Work with staff and parents in order to support the pastoral needs of students.
9. Record and produce exclusion letters.
10. Maintain and update the central aspects of the school behaviour and reward systems, including the provision of reports for staff as required.
11. Work with students to ascertain the causes and consequences of actions.
12. Work with individuals and groups when appropriate, on ways to improve their behaviour.
13. Provide 'on call' support to staff to assist in resolving behavioural problems.
14. Coordinate the collection of information on students from subject teachers via 'round robins'.
15. Support in-year admissions into Years 10 and 11 liaising with their previous school, School Places, parents and arranging visits and meetings.
16. Work with individual students and small groups to support students' mental health and wellbeing
17. Coordinate appointments with the other agencies for students in Years 10 and 11.
18. Support the Designated Safeguarding Lead by acting as a point of contact for staff, students, liaising with Social Care, completing Single Referral Forms and attending meetings as appropriate.

19. Assist in the planning and contribute where appropriate to programmes of in-service training and provide support where necessary.
20. Act as a first aider as necessary
21. Work as part of the Pastoral Support Team and assist other members of the team.
22. Ensure Health and Safety guideline are followed when working with students.
23. Undertake work as required to achieve the overall aims of Caldew School.

## **ORGANISATION**

Responsible to: Deputy Head – Pupil Progress

## **STAFF MANAGEMENT RESPONSIBILITIES**

1. To assist other team members
2. To demonstrate own duties to other staff
3. To provide advice to the Senior Leadership Team

## **RESOURCES RESPONSIBLE FOR:**

Example

- Equipment
- Highly sensitive personal data

## **JOB WORKING CIRCUMSTANCES**

- |   |   |
|---|---|
| A: Emotional Demands – Occasionally dealing with distressing situations | 2 |
| B: Physical Demands – Normal light lifting                              | 1 |
| C: Working Conditions – Normal acceptable conditions working inside     | 1 |

## **ADDITIONAL INFORMATION**

The post is:

1. Part time, 32.5 hours per week.
2. Term time only - 38 weeks + 3 INSET days + 2 days during school closure
3. Paid pro-rata on the scale PCD8ii