

Job Title:	Pastoral Manager/DSL
Responsible to:	Headteacher
Terms and Conditions:	Scale F 30 hours per week, term-time + 1 week (15 at Kinsale Junior School 15 at Firside Junior School)

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The role of the Pastoral Manager is to assist in tackling underachievement and lack of engagement in school by working in partnership with families, carers and pupils in our school context. Monitoring and working with families to improve school attendance is fundamental in this role.

The pastoral manager will support the most disadvantaged pupils have full access to the educational and extended school opportunities we have to offer and to help them overcome barriers to learning and participation.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Key Areas of Responsibility

- To carry out the role of DSL.
- To work with the SENCo and other DSLs and all staff to identify pupils who would benefit most from additional support.
- To liaise closely with the SENCo and other leaders in order to meet the needs of children requiring SEND support.
- To work with the SENCo and other members of staff to deliver pastoral care so that pupils engage in learning within the classroom.
- To secure family support for targeted pupils where appropriate.
- To work with agencies to support any LAC children in school.
- To maintain regular contact with parents/carers of pupils identified, to keep them informed of the child's needs and progress, and to promote positive family support and involvement.
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils.
- To ensure swift and easy referrals to health, social and other associated services.
- To provide parenting support and information, including information on family learning.
- To be fully committed to safeguarding children at all levels.
- To assist the Designated Safeguarding Lead with Child Protection (CP) issues, including the management of confidential records and attendance at meetings.
- To network with other Pastoral Support Managers within the Trust and LA to share ideas and best practice.
- To support the secondary transfer process and to work with parents/carers and pupils to ensure their understanding and requirements of the process.
- To facilitate the sharing of information between local agencies, schools, authorities and other learning Pastoral Support Managers across the Trust.
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- To carry out and complete the administrative duties alongside office staff as are relevant to the role.
- To provide reports for governors and attend meetings when necessary.
- To ensure SIMS is used to record all incidents of poor behaviour across the school.
- To help maintain the CPOMS and provide reports for monitoring and evaluation purposes as required to feed into general school reports.
- To provide information and advice to enable pupils to make choices about their own learning, behaviour and/or attendance.
- To challenge and motivate pupils, promote and reinforce self-esteem.
- To work with the SLT to monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families.
- To liaise with the education attendance service, social services and other external agencies.
- To assist pupils and families new to the school in understanding our school routines and how best they can support achievement.
- To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil action plans.
- To participate in the process of pupils being admitted or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school.
- To promote the effective transfer of pupil information both within the school and between institutions, and to ensure the effective management of arrangements for casual leavers.

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Monitor the Single Central Record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the Local Advisory Board
- Model best practice and uphold the principles of confidentiality and data protection at all times

Safeguarding

- Respect confidential issues linked to home/pupils /teachers/college work and keep confidence as appropriate.
- Keep up to date with school procedures for safeguarding and child protection, reporting any concerns to a designated safeguarding lead.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular Appraisal review

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and pupils, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective 	
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English • ICT literate with excellent keyboard skills 	
Experience	<ul style="list-style-type: none"> • Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality 	
Skills/Knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • Awareness of local and national agencies that provide support for children and their families 	

Role Profile & Person Specification



	<ul style="list-style-type: none">• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns• Good IT skills• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships with staff and other stakeholders	
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