

# Fulbrook

## Your School for Life

### Job Description

**Job Title:** Pastoral Manager

**Grade:** SCP 16 – 19 (£28,282 - £29,777) FTE [Actual (£22,370 - £23,552)]

#### Job Purpose:

This is an exciting new role at Fulbrook School. The successful candidate will have the opportunity to set up, grow and lead our Reset facility with our pastoral support assistants. We are looking to grow this area within the school, so there is scope for the manager to grow with us. The pastoral support manager will often work with children and families in challenging circumstances and therefore a high degree of resilience is required. The main contacts for the Pastoral Support Manager are the Assistant Headteacher (Behaviour and Culture) and our Safeguarding team as well as others in the Senior Leadership Team, school staff, children and families, outside agencies that work with children, and members of the public.

#### Main Responsibilities:

- Lead and manage the Reset facility, working with our pastoral assistants,
- One-to-one or small group work. This may include academic support, pastoral, social and emotional support.
- Manage pupils in internal suspension ensuring they are compliant and completing work.
- Along with the pastoral assistants, be the first port of call when children are sent out of their lesson to Reset.
- Support with issues of behaviour, safety, well-being and attendance by investigating and resolving pastoral incidents.
- Employ a range of strategies, in accordance with behaviour programmes and school policies, to manage the behaviour and learning needs of pupils.
- Work under the direction of the Assistant Head (Behaviour and Culture), to deliver individual and small group support programmes, e.g. mentoring sessions, Learning Zones, social skills, anger management groups, with the aim of raising the self-esteem of pupils.
- Develop and maintain supportive relationships with parents, carers and other members of the pupils' community. Work collaboratively with other agencies and professionals, as necessary, to meet the needs of individual pupils.

- Liaise with the Pastoral support Assistants and Heads of Year to ensure appropriate targeted intervention is applied to pupils from vulnerable groups and monitor and evaluate the success of this.
- Organise a 'lunch club' at lunchtime, providing a variety of activities for a small group of pupils.
- Supporting families with a good communication line between the school and other professional agencies.
- Ensure appropriate records are maintained, as agreed by the pastoral team, including incident logs, detention and inclusion bookings.
- To work with families to identify support needed to meet the needs of the children.
- Meet with parents/carers to discuss issues relating to their child and, where required, support parents and carers in accessing external support.
- Undertake regular training in order to develop and refine strategies for managing the behaviour of pupils, including the use of positive handling strategies.
- To safeguard the welfare of all children.
- To comply with confidentiality and safeguarding procedures.
- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, friendly, fair and firm with pupils, demonstrating the sort of relationships that we wish them to emulate.
- Be friendly, helpful and welcoming to parents and others visiting or making contact with the school.
- Attend weekly Student support meetings.
- Liaise with the Senior Leadership Team to ensure that pupils at risk of exclusion are guided towards appropriate curricular opportunities.
- In consultation with the SLT, support internal and external suspension procedures.
- Keep clear records of all support and intervention given.

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### Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Substantial experience working with children to support the personal and learning development of children gained in a multicultural context</p> <p>Experience of working with people from a range of agencies</p>	Experience of working with children within a behaviour provision in a secondary setting
<b>Experience</b>	Experience of working in an education setting	Working with secondary pupils
<b>Management</b>	Able to form positive relationships with staff	Management experience of a small team
<b>Skills/Attributes</b>	<p>Able to form appropriate, strong relationships with young people</p> <p>Emotional resilience in working with challenging behaviours</p> <p>Able to work supportively, tactfully and objectively with parents, carers and school staff</p> <p>Able to undertake basic assessments of the social care/physical/personal and educational needs of children and families</p> <p>Able to communicate effectively at a range of levels, e.g. with children, parents, other professions etc</p>	<p>Training/qualifications in the use of positive handling or physical intervention techniques e.g. Team Teach</p> <p>Good ICT skills to produce reports and communications to parents/carers and professionals</p>

	<p>Contribute to the support of children in all areas of personal and educational development. Able to maintain accurate and comprehensive records</p> <p>To work on your own initiative with minimum supervision</p> <p>Demonstrate appropriate motivation to work with young people</p> <p>Understanding of the Children Act and Child Protection procedures including understanding the effects of deprivation and abuse</p>	
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