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| New Logo |
| Rigby Lane, Bromsgrove, Worcestershire B60 2EP  Tel: 01527 875475 Fax: 01527 870211  Headteacher: Mrs T Smith  www.rigbyhallschool.com  Email – office@rigbyhall.worcs.sch.uk |

**JOB DESCRIPTION**

**Post Title: Pastoral Support Manager**

**Conditions of Service: NJC for Local Government Services**

**37 hours per week**

**TERM‑TIME ONLY plus TEDs (39 weeks per academic year - 195 days)**

**LEAVE ENTITLEMENT based on 6.6 weeks (7.6 after 5 years)**

**Scale: SO1**

**Reporting To:** Senior Leadership Team

**Responsible for Supervision**

**and Management of:** Higher Level Teaching Assistants and Teaching Assistants involved in intervention work.

**Disclosure Level:** Enhanced

**Contract:** Permanent

**Main Purpose of Job:**

* To lead and manage the Interventions Team on a daily basis to ensure pupils have access to targeted support within school.
* To lead and ensure a consistent use of impactful strategies that support academic progress.
* To lead and ensure a consistent use of impactful strategies that support positive wellbeing, by raising self-esteem.
* To lead and ensure a consistent use of impactful strategies that support behaviour and attendance.
* To work with staff across the school to identify barriers to learning and plan and implement interventions to reduce these.
* To support the educational and pastoral outcomes of our Pupil Premium, PLAC and LAC pupils.
* To work with multi-agencies to ensure the best outcomes for all pupils.
* To monitor the impact of all interventions with all pupils and report to Senior Leadership Team and Governors.
* To manage a budget for resources for appropriate interventions, with justification of spend.

**Responsibilities, Duties and Tasks:**

* To support the Designated Safeguarding Leads to ensure that pupils are fully safeguarded.
* To work with the Designated Teacher for Looked After Children and Previously Looked After Children to ensure all their needs are met
* To report to the Designated Teacher interventions, costings and resources required for this cohort of pupils and to report on the impact this has on their targets.
* To support the Designated Mental Health Lead to promote a pathway for positive mental health and wellbeing, building on the resilience of the school community.
* To advise on, and monitor Pupil Passports, Profiles and to be a part of the Pupil Progress meetings.
* To track and monitor data and performance of Pupil Premium pupils and identify where interventions are needed for individuals or groups.
* To manage a team of support staff, timetabling and planning appropriate and effective, interventions and support strategies ensuring accountability of staff time.
* To monitor the recording and reporting of interventions and their impact.
* To meet regularly with Senior Management Team and Senior Leadership Team to plan, do and review in regards to interventions
* To identify and source the appropriate and relevant resources to support interventions and outcomes for all pupils
* To be responsible for a budget for resources and the sourcing or training of therapists
* To assist in the implementation of programmes designed by other professionals such as Educational Psychologists, Occupational Therapists, Physiotherapists and Speech and Language Therapists.
* To contribute to meetings to discuss the specific child's progress.
* To assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
* To adhere to and maintaining school routine and codes of conduct.
* To support the ethos of the school.
* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

**JOB RESPONSIBILITIES AND TASKS**

* Carrying out assessment on pupils and recording information.
* Providing ideas, materials and learning strategies for lessons within the school.
* Organisation and delivery of a skills programme or practical work with groups or individual children.
* Collaborate with the teacher with the overall delivery of lessons and communication with pupils with individual or groups of pupils.
* Regular liaison with other staff, agencies and carers.
* Maintain records as directed to enable the assessment of a child's ability and/or progress.
* To assist the teacher at an appropriate level in preparing advice for parents including participation in discussions with parents and carers.
* To co‑ordinate the work and liaise with other Teaching Assistants within the school including on the job training of other Teaching Assistants.

**QUALIFICATIONS REQUIRED (ESSENTIAL)**

Qualified Status (see paragraph **(e)** )

The ability to support pupils and staff and communicate with parent carers through fluent and accurately spoken English

**SUPERVISORY RESPONSIBILITY**

To act as Manager for a group of Higher Level Teaching Assistants and liaise with other school staff.

**SUPERVISION RECEIVED**

Senior Leadership Team

**PRINCIPAL CONTACTS**

Pupils, Parent carers, Higher Level Teaching Assistants, other Teaching Assistants, Class teachers, Phase Leads, Senior Leadership Team, and Multi-agency workers.

**General Duties:**

* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

**Contacts:**

In all contacts the Postholder will be required to present a good image of the School as well as maintaining constructive relationships.

**Notes:**

* This post is subject to an enhanced criminal record check.
* The Headteacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* Reasonable adjustments will be considered as required by the Equalities Act.
* The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

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* The English fluency duty applies to this post. Person specifications should include that the Postholder must have the ability to support pupils and staff and communicate with parent carers through fluent and accurately spoken English

**Issued by: ……………………….. (Headteacher) Date: ………………...**

**Received & Agreed by: ………………………….. (Pastoral Support Manager) Date: …………………**