

**Deputy Pastoral Support Manager  
Person Specification**

**1. Qualifications:**

- a. GCSE or Equivalent in English and Maths\*
- b. Fluency or qualification in one or more of the languages of the school community

**2. Experience:**

- a. Experience of Child Protection, exclusion and safeguarding policies and procedures\*
- b. Experience of use of SIMS or other school management system \*
- c. Experience of and ability to monitor attendance and punctuality of students\*
- d. Experience and evidence of managing, monitoring and positively intervening in respect of student behaviour\*
- e. Successful experience in organisation, planning and record-keeping\*

**3. Knowledge, Skills and Abilities:**

- a. Excellent communication and interpersonal skills\*
- b. Excellent literacy and numeracy skills\*
- c. Effective management and organisational skills
- d. Planning and prioritising own workload and managing conflicting demands\*
- e. Ability to cope with periods of pressure, work flexibly and proactively address issues\*
- f. Ability to establish and maintain effective administrative systems\*
- g. The ability to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment\*
- h. Ability to quickly establish positive working relationships with a wide range of people from within and outside the school\*
- i. Ability to enhance the personal and social development of students and promote their well-being
- j. Trained/willing to be trained as both a First Aider and Mental Health First Aider

**4. Commitment:**

- a. To support the Governing Body in its whole-hearted adoption of the School's aims and policies\*
- b. To provide a welcoming and friendly reception for anyone making contact with the school\*

**\* Essential Criteria**

*There is a confidentiality component to this role and the post holder needs to hold the trust and confidence of both the pupils and teachers. It may acquire information on child protection/family sensitive issues which must be treated carefully and appropriately.*



## JOB DESCRIPTION

**POST TITLE :** Deputy Pastoral Manager

**CONDITIONS OF SERVICE:** NJC

### PURPOSE OF POST:

Deputy Pastoral Support Managers will enable all students in their care to develop personal excellence and a sense of pride in both the year group and the school. They will play a very important part in the creation of a positive ethos and in fostering productive home-school links. They will support the Pastoral Managers in maintaining high standards of attendance and behaviour and ensuring that students comply with the schools expectations as set out in the Behaviour for Learning Policy. They will be responsible for the administrative functions required to ensure effective and excellent pastoral care

### ORGANISATIONAL RELATIONSHIPS:

**Responsible to:** Pastoral Managers  
Deputy Headteacher  
Headteacher  
Governing Body

**Reports to:** Assistant Headteacher for Pastoral Development and Student Wellbeing and functionally to SLT year link

### MAIN DUTIES AND RESPONSIBILITIES

1. To partake in pastoral meetings and encourage a team ethos with Personal Tutors.
2. To support the work of Personal Tutors in respect of all pastoral matters.
3. To support assemblies in liaison with the designated member of the SLT.
4. Actively support the implementation of the school's rules and pastoral routines within the Form Time including support over uniform checking, rewards and sanctions, parental communications.
5. To take a lead in managing behaviour in the Year Group and co-ordinate appropriate interventions designed to improve the students' behaviour or attendance.
6. To attend all relevant Student Support Group Meetings and provide the relevant information for students on referral and for review
7. Liaise with outside agencies to secure the appropriate interventions and support for students and families where necessary
8. To attend all PSP, PEP and LAC review meetings as appropriate for students in their year group and provide the relevant information from the school to other agencies.
9. To deal with behavioural incidents in accordance with school's Behaviour Policy and attend all re-admission meetings following fixed term exclusions.
10. To support in the coordination of correct documentation for all exclusions, ensuring national and local guidelines are kept
11. To maintain the students' individual files with appropriate records such as: admission forms, medical needs, behaviour log, record of support or interventions, copies of PSPs, PEPs, IEPs where appropriate, attendance record and progress trackers.
12. To be available for students in the year group throughout the day and particularly before the start and at the end of the school day, at break, lunchtime and in Form Time.



13. To liaise with individual teachers and departments in relation to the behaviour, attendance and well-being of individuals and groups of students.
14. To support in the smooth running of parents evenings and other year related events.
15. In the absence of the Pastoral Manager to be the first port of call for parents, after the Personal Tutor, in relation to student behaviour, attendance and well-being.
16. To be an exemplary leader in dealings with staff, parents, students and outside agencies.
17. To monitor and support students and encourage positive attitudes and behaviour in and around School.
18. To monitor punctuality and attendance, taking any necessary measures to improve attendance and punctuality for the year group, in liaison with the Attendance Administrator, Personal Tutors and the EWO service.
19. In the absence of the Attendance Administrator, to support the Pastoral Managers in the daily monitoring of attendance recording for their year group.
20. To encourage students to become more actively involved in school life including extracurricular activities charity and community work.
21. To attend training and personal review that is identified as essential professional development.
22. Assist in First Aid duties

**General Overview:**

- To take part in the approved school's performance review process.
- The post holder will be expected to undertake such tasks, which are commensurate with the position at the direction of the Headteacher.
- To support the Governing Body in its whole-hearted adoption of the School's Polices and Aims

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager's Signature: \_\_\_\_\_

