

# KIRKLEES COUNCIL

# J O B D E S C R I P T I O N

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**SECTION:** ALL SCHOOLS MODEL – ETA

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**JOB TITLE:** PASTORAL MANAGER (SAFEGUARDING, ATTENDANCE AND FAMILY SUPPORT)

**GRADE:** 9

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## **PURPOSE OF JOB**

To provide pastoral and safeguarding leadership, developing and maintaining strong home-school links.

To work as an integral part of the school's team, developing and leading strategies to provide support in promoting positive behaviour management and improving attendance.

To be the first point of contact for any stakeholders who have concerns of a pastoral, welfare or behavioural issue.

## **KEY AREAS**

1. Attendance
2. Behaviour
3. Pastoral and safeguarding leadership
4. Leadership and Management of Lunchtime Staff
5. General

## **DUTIES AND RESPONSIBILITIES**

### **1. Attendance**

- 1.1 To monitor the attendance and punctuality of pupils and set targets for improvement.
- 1.2 To develop strategies and policies which support the improvement of attendance and punctuality in school.
- 1.3 To ensure good attendance and punctuality of pupils and groups is recognised and celebrated.
- 1.4 To monitor the attendance and punctuality of individual targeted pupils putting into place appropriate strategies to encourage improvement through liaison with parents, external agencies such as health, APSO, etc – completing appropriate referrals.
- 1.5 To work with parents of targeted pupils to improve attendance.

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and punctuality.

## 2. Behaviour

- 2.1 To implement, monitor, evaluate and develop strategies for positive behaviour management.
- 2.2 To provide advice and guidance to staff on how best to manage individual pupil behaviour.
- 2.3 To co-ordinate specific behaviour strategies for individual pupils and oversight of referrals.
- 2.4 To work with pupils whose behaviour is challenging and, together with the Senior Leadership Team and staff, encouraging greater self awareness and self discipline.
- 2.5 To liaise with the SEN team.
- 2.6 To liaise and develop effective working links with outside agencies such as the PPRS, Early Support and to complete appropriate referrals.
- 2.7 To work with the families of pupils who are at risk of fixed or permanent exclusion, putting into place agreed pastoral support plans to help modify behaviour.
- 2.8 To assist the school in audit of needs and priorities with regards to behaviour and attendance.

## 3. Pastoral and Safeguarding Leadership

- 3.1 To have overall responsibility for the pastoral care, welfare and behaviour of all the pupils in the school.
- 3.2 To develop and maintain records of any interventions with pupils, meetings with parents and external agencies.
- 3.3 To ensure that information about pupils is shared with the appropriate team members.
- 3.4 In conjunction with class teachers ensure records are kept on individual pupils who have socialisation and behavioural difficulties.
- 3.5 Undertake where necessary a counselling role to deal with pupils social and behaviour problems and where necessary refer to the relevant person in their team or appropriate external agency.
- 3.6 Work in co-operation with outside agencies that may offer help and support to pupils with welfare or academic concerns and to record any direct involvement with these agencies.
- 3.7 To liaise and work collaboratively with the SEN team.
- 3.8 To arrange meetings with staff, governors, parents and other professionals as appropriate to discuss pupils social and behaviour

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problems and to put in place effective procedures for dealing with such issues.

- 3.9 To attend all parents' evenings and any other relevant meetings as directed by the Head.
- 3.10 To be one of the schools Designated Senior Leads for safeguarding and undertake all duties as such.
- 3.11 To lead in the effective use and monitoring of the school's CPOMS system.
- 3.12 To take responsibility for Children who are Looked After and families requiring Early Support.

## 4. Leadership and Management of staff

- 4.1 Be responsible for the day to day management/supervision of The Lunchtime Team.
- 4.2 Be required to provide guidance and appropriate leadership to specific staff.
- 4.3 Be required to ensure specific staff are effectively trained in relation to their role.

## 5. General

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

- 5.2 Carry out your duties with due regard to current and future School's/LA policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:**            **Headteacher**

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**RESPONSIBLE FOR:**        **Pastoral Management**

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JD Reference No	SS/ETA09/BA
JD Prepared / Amended	OCT 2009
Refers to Estab(s)	

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**EMPLOYEE SPECIFICATION**

**DIRECTORATE:** Children & Young People

**SECTION:** ALL SCHOOLS MODEL

**JOB TITLE:** Pastoral Manager

**GRADE:** 9

	<b>ATTRIBUTES</b>		<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Experience of working with primary age children	Application form/ Selection Process	A
		1.2	Experience of working within a school environment	Application form/ Selection Process	B
		1.3	Experience of mentoring and one to one support with pupils, including those with challenging behaviour	Application form/ Selection Process	B
		1.4	Experience of supervising and coordinating the work of staff	Application Form/ Selection process	B
		1.5	Experience of working with professionals from other agencies and in a multi-agency context	Application Form/ Selection process	A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Educated to GCSE level or above including English and Maths or be able to demonstrate ability to work at this level	Application Form/ Selection Process	A
		2.2	NVQ Level 3 / degree or equivalent work based qualification	Application Form/ Selection Process	B
		2.3	Training in relevant behaviour/attendance strategies	Application Form/ Selection Process	B
		2.4	ICT skills in order to maintain and develop databases	Application Form/ Selection Process	A
		2.5	Has experience of working in a pastoral/attendance role	Application Form/ Selection Process	B

3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of Child Protection and Early Support Procedures	Application Form/ Selection Process	A
		3.2	Understanding of and a commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job	Selection Process	A
		3.3	Experience of using software to monitor safeguarding, wellbeing and all pastoral issues, e.g. CPOMS.	Application Form/ Selection Process	B
		3.4	Understanding of child development and learning including Special Educational Needs	Application Form/ Selection Process	A
		3.5	Understanding of school systems and an understanding of the issues affecting attendance and punctuality	Selection process	B
		3.6	Understanding and knowledge of the social and emotional factors that affect a child's behaviour and attendance	Selection process	A
4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to relate to children and families from diverse social backgrounds	Application Form/ Selection Process	A
		4.2	Written communication and ICT skills in order to produce detailed reports / records and contribute to policy development	Application Form/ Selection Process	A
		4.3	Ability to work under own initiative, as part of a team and as a manager to provide leadership and motivation to the Lunchtime Team	Application Form/ Selection Process	A
		4.4	Ability to effectively communicate, both orally and in writing especially with children, parents/carers, school staff and outside agencies	Selection Process	A
		4.5	Ability to persuade and negotiate as well as good interpersonal/communication skills	Selection Process	A
		4.6	Ability to work with children exhibiting challenging and severe behavioural difficulties	Application Form/ Selection Process	A
		4.7	Demonstrate an ability to cope with stressful/conflict situations	Selection process	A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to ongoing training and development.	Selection Process	A

	5.2	First Aid Qualification.	Selection Process	C
	5.3	Understanding of relevant policies/code of practice and awareness of relevant legislation.	Application Form/ Selection Process	A
	5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Reference No</b>	CS09/L&B
<b>ES Prepared/Amended</b>	JAN 2015
<b>Refers to Estab(s)</b>	