



Southgate School Job Description

Job Title: Pastoral Manager

Grade: 9 (35 hours)

Purpose of Job:

The Pastoral Manager will look after the welfare of the pupils in the school. It includes working in partnership across the school and with external agencies to ensure that the needs of the children are fully met; they will help to develop a strong safeguarding culture across the school. The pastoral manager will ensure that attendance and medical needs procedures are robust. They will have a line management responsibility.

Key Areas:

- 1) Manage and co-ordinate pastoral support for pupils
- 2) Leadership and supervision of staff
- 3) Attendance
- 4) Medical, Physical and Sensory Needs
- 5) Pupil Support & Supervision
- 6) Safeguarding
- 7) General

Duties and Responsibilities:

- 1) Manage and co-ordinate pastoral support for pupils
 - To manage and co-ordinate the school's pastoral support and external agencies, alongside senior leadership and the Intervention Team Leader, to deliver key outcomes for targeted pupils through a range of additional support.
 - To help identify pupils who would benefit from additional pastoral support, and work with other professionals to oversee the appropriate referrals and programs for pupils.
 - To ensure good communication between the class teams, pastoral support, and external agencies to share information, ensure consistency and upskill staff.
 - To develop and maintain links between school, parents, and key partners and agencies in support of pupil learning and wellbeing.
 - To ensure that and external agencies complete reports, providing timely feedback to teachers and parents about the progress of pupils accessing additional pastoral support.

2) Leadership and supervision of staff

- To lead the probation process for new staff who join Southgate School, ensuring clear communication with staff and providing appropriate challenge and support when needed.
- To assist senior leaders, as required, in co-ordinating the training necessary for the wider school staff to deliver key outcomes for pupils through additional support.
- To be involved in the 'induction' of new/fixed term members of staff, with particular reference to school policy and ethos, attendance procedures, and supporting pupils with medical, physical and sensory needs.
- To provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline to the senior leadership team.
- To take a key focus on the wellbeing and support of staff.
- To consult, lead and attend meetings with support staff and external partners, feeding back to the senior leadership team.

3) Attendance

- To ensure that registers are kept up to date and accurate, and that reasons for absence are appropriate and followed up where necessary
- To ensure that welfare checks are undertaken when potential concerns are identified, following policy and procedures
- To track and monitor attendance patterns and report to the senior leadership team in Pupil Focus meetings
- Work with external agencies to improve attendance in creative and personalised ways

4) Medical, Physical & Sensory Needs

- Ensure that staff training is up to date and provides a high level of coverage across school to meet the wide range of medical, physical and sensory needs
- To ensure that medical procedures and the administration of medication is robust and follows national and local guidance
- Work with medical and health professionals to ensure that Individual Health Care Plans are provided, followed, monitored and reviewed for pupils with medical conditions
- Work with other agencies and professionals (e.g. physio, orthotics, OT etc.) to ensure that appropriate provision is in place to support pupils with physical and sensory needs

5) Pupil support & supervision

- To lead by example to deliver key outcomes for targeted pupils through a range of additional support, completing reports and communicating with class teams, external partners and parents as necessary.
- To be able to work flexibly across the school to cover absent support staff, to provide cover supervision for absent teachers and be 'on call' when needed.

6) Safeguarding

- Provide safeguarding support and cover as a Deputy Designated Safeguarding Lead (DSL), supported by the DSL and Senior Leadership Team
- To liaise with parents and carers regarding safeguarding matters and to offer support through Early Help and safeguarding meetings.
- To liaise, as required, with all external agencies to ensure pupils are safeguarded, including providing professional challenge when appropriate.
- To attend and contribute to meetings in respect of individual children and safeguarding matters.
- To ensure that reports and documentation are completed in a timely manner, and maintain the absolute security and confidentiality of all documentation in respect of all safeguarding matters.

7) General

- 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>
- 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.
- In addition, the post holder may be expected to take on additional roles as directed by the Headteacher.

Responsible To: Senior Leadership Team

Responsible For: Selected Support Staff up to Grade 8