



JOB DESCRIPTION

Title: Pastoral & Behaviour Support Manager

Salary Range: depending upon experience

Responsible to: Head of Pastoral and Behaviour

Hours: 37 Flexible including outside school hours

Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm

Job purpose

The Pastoral & Behaviour Support Manager is responsible for the character development of all students and for all pastoral matters across the whole school. The post holder will work closely with the Head of Pastoral & Behaviour, Principal and DSL to ensure that the highest standards of behaviour, learning and academic attainment prevail across the school and will be responsible for developing the school's reputation for outstanding pastoral care, values-led education and extracurricular success and participation.

KEY AREAS OF RESPONSIBILITY

Safeguarding

The post holder will work with the Child Protection and Safeguarding team.

Character Development

The post holder will lead on the implementation, and further development, of the school's character development framework, ensuring that all students develop the key virtues promoted by the school.

Student Well-being

The post holder has responsibility for the pastoral care and behaviour of the school's day. They will discuss any significant issues with initially with their Line Manager at the earliest opportunity and agree the appropriate strategies for their resolution.

The postholder will be required to deliver workshops around mentoring, resilience and topics pertinent to positive behaviour improvements.

To assist the Careers Officer to oversee the Careers advice, guidance and work experience provision for the school.

Provide leadership to the Pastoral and Behaviour Team and Volunteers with whom regular meetings will be held.



Contribute to management decisions on all aspects of policy, development and organisation

As a pivotal member of the staff team, you will be responsible for:

- Always maintaining confidentiality; personal and professional level with staff as well as with students.
- Maintain an effective whole school behaviour for a learning and safety culture.
- Assist with the management of the out of class supervisions.
- To manage and administer pastoral systems e.g., whole school behaviour management systems, isolations, suspensions and exclusions.
- To ensure that records regarding sanctions are current and accurate
- To ensure continuation of education for students who have been isolated or suspended.
- To support the teaching staff and mentors in managing behavioural incidents or referrals as appropriate according to the school's procedures and ensure that all cases are dealt with, follow up, recorded and monitored.
- To use current systems, e.g., Arbor and Cpoms to record and monitor all attendance, behaviour and welfare/safeguarding issues.
- To work with and support students for whom behaviour is a barrier to their learning and encourage positive attitudes and behaviour in and around the school.
- To organise interventions to support identified students with current pastoral difficulties.
- To assist the safeguarding team to make referrals to Social Care where necessary, attend Core Groups, Child Protection Conferences and reviews, Professional Meetings, Strategy Meetings, Child in Need meetings etc.
- To monitor systems that report on punctuality and lesson absence and work with tutors to find vulnerable students who are not in lessons.
- Liaising and meeting with parents as appropriate in relation to students' behaviour, welfare, attendance, punctuality, uniform, and rewards including attending multi agency meetings, many of which may fall outside structured hours.
- Working with and supporting students in their learning and encouraging positive attitudes and behaviour in and around the Academy. Specifically, mentors will focus on key areas: Anti-Bullying, Sexual Health, Parent Engagement, Anger Management, Wellbeing and Raising Self-Esteem and support the students with these.



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- To underpin the importance of behaviour for learning by developing the role of liaising with individual tutors, teachers and support staff in relation to the behaviour and learning of individuals and groups of students and to provide training for support and teaching staff (if appropriate) regarding behaviour for learning.
- To work with the safeguarding team to liaise with parents experiencing extreme difficulties and discuss sensitive issues related to drugs/alcohol, smoking, sexual health and emotional welfare.
- To provide support for students with organisational or attitudinal problems, giving them strategies and encouragement to get involved in extracurricular activities including working with external agencies e.g., Youth Service as appropriate.
- To aid in the transition process liaising with staff from feeder schools and supporting the Form Tutor with the organisation of the transfer days.
- Lead on enrichment activities including external partnership working arrangements to further personal development, e.g., work experience.
- Assist with rigorous monitoring of whole school behaviour standards.
- Assist with the presentation of behaviour audit and reports in line with the Ofsted Framework to the Principal, Directors and Governors.
- Analyse and present data to a wide range of audiences ensuring it impacts on the decision making and development of school
- In conjunction with the Head of Pastoral & Behaviour, update Behaviour, Pastoral, Enrichment policies annually.
- Attend curriculum meetings to monitor data analysis on progress grades, plan and manage action to develop effective learning. This will involve feedback and decision-making during timetabling and group changes.
- Participate with student interviews and inductions for all new starters
- Oversee attendance and punctuality and take action to improve where necessary
- Assist with leading student council forum, schedule meetings each term and ensure feedback is collected and implemented accordingly.
- Assist the Head of Pastoral & Behaviour, Principal and Directors on the organisation, management and development of the school with a focus on behaviour across all key stages.
- Ensure the provision for professional development and support opportunities and ensure the highest standards of behaviour amongst staff across the school.





- Attend external meetings, i.e., police and school's forum, safeguarding forums etc.

Shaping the Future

- Play a leading role in the school's improvement planning process, through agreed priorities.
- Lead by example especially when implementing changes and improvements in standards.
- Undertake any personal and professional development trainings on offer, and implement learning within for further school improvements.

Developing Self and Working with Others

- Promote and protect the health, safety and welfare of students and staff. This will include morning, breaks and home time supervisions.
- Support Head of Pastoral and Behaviour with entrance checks for students entering the building.
- Be responsible for promoting and safeguarding the welfare of students and young people within the school.
- Support the development of collaborative approaches to learning within the school and beyond.
- Participate as required in the selection and appointment of non-teaching staff, particularly when linked to behaviour and SEN.
- To work collaboratively with the school's inclusion/pastoral team including any external provision.
- Be an effective member of the management team.
- Contribute to the day-to-day effective organisation and running of the school.

Discipline

The post holder will be responsible for the ensuring that the highest standards of discipline are maintained. Working closely with the Head of Pastoral & Behaviour, to ensure that incidents are dealt with in the most appropriate way in order that the school's behaviour policy is implemented consistently and effectively.

Have the authority to determine levels of appropriate sanction up to, but not including, suspension and permanent exclusion, although in normal circumstances significant decisions would be made only after the Principal had been consulted and an agreed response determined.

Student involvement and Leadership

Ensure that appropriate opportunities exist for pupils to become involved in leadership activities and for the views of pupils to be reflected in decision-making and development planning.

Oversee the system of School Councils; and be responsible for overseeing the student well-being feedback.

Trips and Excursions





The post holder will have oversight of the residential trips and day excursions, ensuring a variety of educational, cultural and sporting opportunities are offered to the pupils.

Oversee Educational Visits for the School and will oversee the risk assessments for each trip and excursion.

Ensure that feedback from each trip and excursion is obtained to monitor their efficacy and popularity.

Extracurricular activities system

The post holder will have general responsibility for the extracurricular activities and the School's Enrichment Programme in liaison with the Head of Pastoral and Behaviour and relevant staff.

Assist with the planning of the yearly school calendar.

Assist with the supervision arrangements, ensuring that all areas of the school are appropriately supervised by members of the school.

Assist with the scheduling and organisation of school sanctions, including detentions.

Assist with tutor assemblies, and events.

Other

The post holder will undertake any other reasonable duties as may be required.

- To uphold the ethos and actively support the school in implementing its strategic vision.
- Such other responsibilities allocated which are appropriate to the grade of the post.
- To actively engage in the performance management review process.
- To assist with opening/locking up of the premises where necessary.
- To undertake any reasonable request as directed by the Principal or Head of Pastoral and Behaviour.

There will be from time to time, as appropriate with the Principal or line Manager, time limited tasks and such tasks will be associated with the development of the school and its processes and systems.

To play a full part in the in the life of the school community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified.



Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service

Personal Specification

Job Title: Pastoral and Behaviour Support Manager

This personal specification acts as a selection criteria and gives an outline of the type of person and the characteristics and qualities required to carry out this role.



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Qualification		Essential	Desirable
1	A recognised Qualified Teaching Status and or relevant CPD		X
2	Degree or equivalent qualification	X	
3	Evidence of recent and relevant Continued Professional Development	X	
Experience			
4	Experience of working across all age phases (11-19)	X	
5	Experience of working with outside agencies	X	
6	Experience of delivering workshops and mentoring sessions	X	
7	Experience of monitoring, evaluating and improving behavior	X	
Knowledge and Understanding			
8	Knowledge of current national education initiatives	X	
9	Knowledge and understanding of strategies for inclusion and development of all children. Well-developed knowledge of issues relating to all pastoral matters	X	
10	Experience of developing the whole child through an enriched curriculum in school and extra-curricular activities	X	
11	Working in partnership with parents and outside agencies	X	
12	Child Protection and Safeguarding procedures and legislation	X	
Personal Attributes			
13	Ability to deploy a range of leadership skills appropriately	X	



14	Able to maintain and further develop good links with parents/ carers and the local community	X	
15	Present a good role model and high standards for pupils and staff	X	
16	To work in partnership with school Directors, Governors, parents and colleagues in the best interest of the school	X	
17	Demonstrate perseverance and resilience	X	
18	Demonstrate self-management including time management and ability to meet strict deadlines	X	
19	Ability to manage and resolve conflict effectively and sensitively	X	
20	Strategies of peer coaching and mentoring	X	
21	Ability to promote, sustain and develop the caring community ethos of the school	X	
Interest/Motivation/Commitment			
22	Committed to developing positive relationships with all stakeholders	X	
23	Commitment to equality of opportunity and inclusion	X	
24	Promote and support an enriched curriculum including educational visits & extracurricular activities.	X	
25	Commitment to safeguarding children.	X	
26	A high degree of motivation to work with children and young people;	X	
Other qualities and abilities			
27	Evidence of successfully leading and managing change, ideally at a strategic level.	X	
28	The ability to take the initiative, to seek advice where necessary and to work effectively	X	



	as part of a team		
29	Well-developed managerial skills and the ability to lead and inspire staff	X	
30	Outstanding time management, problem-solving, organisational skills and ability to work across a number of tasks	X	
31	The ability to understand, use and encourage a variety of teaching and learning styles;		X
32	Highly developed inter-personal skills, and the ability to work effectively and productively with pupils, staff, parents and Directors	X	
33	Excellent written and oral communication skills and the confidence to make effective presentations to audiences of pupils, parents and staff	X	
34	The ability to form and maintain appropriate relationships and personal boundaries with children and young people	X	
35	A positive attitude to maintaining discipline;	X	
36	Flexibility and resilience; A good eye for details	X	
37	High standards and outstanding levels of professional and personal integrity. To always maintain high level of confidentiality.	X	
38	Contribute towards innovative ideas and strategies	X	

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