

**Ernest Bevin College**  
**Job Description**



<b>Title:</b> Pastoral Support Manager Full-time TTO (39 weeks a year)	<b>Salary Scale:</b> Scale 3, SP 5 – 6
<b>Supported by and reporting to:</b> Director of Learning	<b>Assisted By:</b> Teaching and non-teaching staff

<b>Main Purpose of Role</b>	To provide a full range of pastoral care addressing the social, emotional and academic needs of the students in order to support learning and raising achievement across year groups
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide pastoral support to students experiencing difficulties on a day to day basis</li> <li>• To monitor the attendance and punctuality of key students to ensure they are attending college regularly and attending college and lessons promptly.</li> <li>• To work with the Attendance Officer and Educational Welfare Officer on identified key students</li> <li>• To ensure that students not attending college are provided with appropriate work</li> <li>• To be able to mentor students who are experiencing difficulties and to develop appropriate strategies for support.</li> <li>• To adopt they keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the SENCO and Heads of Year</li> <li>• To work with a range of teaching and non-teaching staff such as the SEN Department, class teachers, Education Welfare Service and other external agency professionals, to ensure that the needs of all our students are met.</li> <li>• To work as part of the team that responds to challenging behaviour.</li> <li>• To work as part of a team to lead in the referral room.</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions</li> <li>• To develop strong links between the college and families in order to improve educational opportunities for students and to promote a positive attitude towards college</li> <li>• To maintain contact with families/carers of students; to keep them informed of the students' needs and progress and to secure positive family support and involvement</li> <li>• To support the mentoring and counselling initiatives in the college, and to provide relevant information when needed</li> <li>• To monitor behaviour across the Year Group and manage incidents according to the college's policy</li> <li>• To provide guidance and support for students, dealing with student concerns and issues such as bullying and use conflict resolution to manage and close incidents</li> <li>• To investigate incidents which take place out of the classroom, liaising with the Heads of Year, DoLs and SLT and follow through with appropriate action, ensuring that statements are taken from students concerning incidents</li> <li>• To contribute to rewarding student success in a variety of different ways, for those students who make significant progress in terms of educational achievement or improvements in behaviour</li> <li>• To organise and participate in key events, such as Parents' Evenings, Welcome Events, Information and Celebration events.</li> <li>• To make effective use of relevant ICT software to log information ensuring that student records are kept up to date</li> <li>• To be aware of and comply with policies and procedures of the college, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.</li> <li>• To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with college policies and relevant legislation</li> <li>• To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.</li> <li>• To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Principal or member of the Senior Leadership Team</li> </ul>
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Work Hours – 36 hours PW, Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions

e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**March 2021**

**Ernest Bevin College**

**Person Specification**



<b>Title:</b> Pastoral Support Manager	<b>Salary Scale:</b> Scale 3, Sp 5 – 6 Full-time 36 hours per week TTO (39 weeks per year)
<b>Supported by and reporting to:</b> Director of Learning	<b>Assisted By:</b> Teaching and non-teaching staff

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good GCSE Standard of education, including English and Mathematics (i.e. Grade C and above)</li> </ul>	<ul style="list-style-type: none"> <li>• A degree (or equivalent)</li> <li>• Evidence of further professional studies</li> <li>• Ability to speak a community language used by parents and students (No additional payment)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school or with young people</li> <li>• Experience of working in a role supporting the learning and development of students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with school attendance issues</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to exploit opportunities for success and remove barriers to achievement for students and staff</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to work constructively as part of a team</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to be positive and enthusiastic and sympathetic to the needs of others</li> <li>• To have a positive attitude to personal development and training</li> <li>• Ability to meet deadlines and use initiative</li> <li>• Able to communicate clearly and excellent interpersonal skills with adults and young people</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding procedures</li> <li>• Excellent ICT and administration skills</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of statutory educational frameworks, including Safeguarding and the SEN Code of Practice</li> </ul>
<b>PERSONAL QUALITIES AND CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Excellent communication skills, both oral and written</li> <li>• Resilience and stamina when faced with complex and demanding situations</li> <li>• Confidence to hold firm with parents, staff and students when challenged in order to maintain college standards</li> <li>• The drive to help ensure EBC is the best education provider in the area</li> <li>• Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies</li> <li>• Commitment to the promotion of equality of opportunity</li> <li>• Loyalty to the College</li> </ul>	

	<ul style="list-style-type: none"><li>• A commitment to abide by and promote the college's Safeguarding Equal Opportunities, Health and Safety, Child Protection Policies</li><li>• The post-holder will require an enhanced DBS check</li></ul>	
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