

## CHESHIRE WEST AND CHESTER COUNCIL JOB DESCRIPTION QUESTIONNAIRE

<b>JOB TITLE</b>	<b>Pastoral Support Manager</b>	<b>JOB REF NO</b>	<b>AAAE7027</b>
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**BASIC JOB PURPOSE** To provide and maintain an environment where students may learn and teachers teach most effectively and all are treated with respect. With responsibility for enhancing and coordinating provision for welfare, guidance and behaviour management including tracking pupil attendance and progress and helping to remove barriers to learning. In addition, be responsible for the implementation and management of all school policies relating to students.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Work alongside school staff to identify students who may be at risk of failure in a year group.
<b>2</b>	Work with colleagues to monitor and review the needs of identified students.
<b>3</b>	Establish and maintain supportive relationships with students with the clear aim of developing strategies which re-engage them with education in the wider sense.
<b>4</b>	Contribute to the school's behaviour management system through the on-patrol system/seclusion provision, and work with students and staff to reintegrate students back into the classroom.
<b>5</b>	Work with individual students and small groups of students in the Inclusion Resource Centre to aid effective reintegration back into the classroom where appropriate.
<b>6</b>	To co-ordinate transition and in-year admission arrangements as appropriate.
<b>7</b>	Within a framework prescribed by the school, prepare, plan and implement individual and group learning activities and intervention programmes across a key stage, working alongside and in conjunction with professional teaching staff.
<b>8</b>	Analyse, monitor and track individual student progress through a range of assessment and monitoring techniques e.g. Arbor and attendance data; deliver student learning booster sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform decisions regarding Individual Education and Behaviour Plans for pupils.
<b>9</b>	Access, maintain and update a range of student and school records to facilitate assessment of students' progress.
<b>10</b>	Work directly with the students and their families to identify barriers to learning and establish a Personal Action Plan and a Pastoral Support Plan as appropriate.
<b>11</b>	Monitor and review personal action plans and pastoral support plans, where in existence, and report on a regular basis to appropriate pastoral leaders
<b>12</b>	Attend all relevant meetings both internal and external, to provide data and written progress reports which may be required.
<b>13</b>	Liaise daily with the Senior Assistant Headteacher (Behaviour and Attitudes) and carry out relevant duties as directed.
<b>14</b>	Carry out relevant duties such as lesson changeover duties as required.
<b>15</b>	Contribute to the First Aid provision of the school
<b>16</b>	Keep up to date with relevant national, regional and local developments in relation to pastoral support

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.