

## Job Description

Job Title: **Pastoral Support Manager**  
(with Responsibility for Emotionally Disregulated Students)  
Grade / Salary: Scale SO1 (Spinal Points 23-25)

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Responsible to: Co-Headteachers  
Line Manager: DHT Student Progress  
Reporting to: Head of Year

### Main Objectives:

#### Main Responsibilities

To work with and support the Heads of Year (HoY) and Senior Leadership Team in providing pastoral support and ensuring the highest expectations of learning and behaviour around the school within a caring, supportive and safe environment.

- To support the Co-Headteachers in the implementation of the School Improvement Plan
- To support the Head of Year for a specified year group
- To lead on management of emotionally dysregulated students

### Responsibilities:

#### Core:

- To deputise for the HoY in their absence
- To provide a high level of support to students and staff in all matters relating to student wellbeing and behaviour
- To be a presence around the school at key times including break and lunch time when needed
- To manage late detentions and reset sessions for your Year group
- To work with the HoY to monitor student attendance and interventions to ensure excellent attendance
- To monitor and review students' Pastoral Support Plans and organise review meetings for HoY
- To supervise students writing statements following behaviour incidents when needed
- To ensure good communication between students, staff and families in the spirit of partnership in the areas they are responsible for
- Liaising with the Attendance Lead on punctuality, attendance and EWO issues
- Liaising with external agencies where necessary
- To ensure that the Fortismere Behaviour Policy is implemented across the year group in order that effective learning can take place.
- To monitor instances of bullying and supporting students in difficulty in conjunction with the HoY

- To work collectively as a team of DHoYs, managing and resourcing the Pastoral Hub(s)
- Support the integration of in-year admission students and managed moves
- To assist the HoY in ensuring attendance and engagement in parents' evening
- To improve parents' engagement with school systems of communication and reporting
- To monitor and keep up to date the issuing of time out/toilet and other passes and record in SIMS as needed
- To provide administrative support, e.g. filing and creating student files, emailing, completing standard forms, responding to correspondence in relation to the role directed by the HoY
- To liaise with external persons (parents, social workers, Local Authorities etc.) in relation to organising appointments for the HoYs
- To support the preparation of student's files for exclusions as is required
- To represent your year at Inclusion Panel

**Additional:**

- To draft and produce confidential correspondence including letters and complex reports (including those for outside agencies)
- To work with the AHTs' Behaviour and Inclusion
- To work with the LINC department and Key Workers and Pastoral Lead (Linc)

September 2023

Signed: ..... Date: .....