

## Job Description

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

---

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

Continued ... / 2

- 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: .....