

Two Bridges School



Job Title: Pastoral Manager – Head of Year

Grade : KR6

Responsible to: Head of KS4 / Head Teacher

JOB SUMMARY

To support the pastoral needs of about 22 students within a year group, this will include looking to develop a cohesive feeling of belonging to the Year group whilst ensuring that our key values of Compassion, Achieve and Nurture are weaved into the work with the students. It is imagined that the holder of this post will then alternate with the postholder for the Pastoral Manager – Head of Year 10 position and will lead our students in Year 10 next year

PERSON SPECIFICATION

Qualifications

- 5 x GCSE A*-C grades or equivalent

General Professional Experience and Competencies

- Experience of working with disaffected Key Stage 3 or 4 students with emotional and behavioural difficulties and promoting appropriate outcomes
- Recent relevant INSET
- Excellent interpersonal skills
- Good organisational and decision making skills
- Good ICT skills
- Ability to communicate well both orally and in writing

Personal Qualities

- High emotional intelligence
- Resilient under pressure
- Enthusiastic
- Good team player
- Committed to raising standards in education
- Intellectual ability

Experience specific to the post

1. Ability to communicate with young people with emotional and behavioural difficulties– including vocational settings and encouraging appropriate outcomes. Experience of working in a similar setting would be an advantage but not essential.
2. Excellent written and verbal communication skills and the ability to work effectively with schools, parents, young people and other agencies.
3. Knowledge of a range of additional educational needs that may affect the emotional welfare and behaviour of young people.
4. Experience of effective team working.
5. Proficiency in IT skills, including the use of Microsoft Word, Outlook and Excel.
6. An understanding or willingness to learn how neurodiversity can impact on the learning environment of our students.

JOB DESCRIPTION

KEY RESPONSIBILITIES SPECIFIC TO THE POST

- To provide pastoral support to the students in the year group for which you have responsibility and have responsibility for the health and safety of the students.
- To promote a sense of belonging to students in our school to allow them to feel part of their year group and also our school setting
- To ensure that any new students attending our setting are supported through a transition programme which supports their social emotional needs and provides regular times for review of their progress
- To ensure that there is liaison between the main school and our teachers, so that the curriculum can be adapted to meet the needs of students as quickly as possible
- To ensure that there is liaison with the Careers lead so that all students have an appropriate onward destination at the end of their time with us
- To work with the personal development lead to ensure that a tutor time programme is developed
- To raise any concerns about the students SEND needs with the SENDCo
- To encourage students to be actively involved in the learning process and in reviewing their own performance
- To support the deal with inappropriate behaviour quickly and effectively.
- To keep careful records of any interventions with students in line with school policies
- Communicate concerns to parents, agencies and other staff as necessary
- Communicate with teachers and other appropriate staff in the school about any students whose academic performance is a cause for concern
- Encourage regular attendance and liaise with appropriate staff for any students for whom attendance is a cause for concern

- Liaise with parents and teachers in home schools to ensure all parties are fully informed about the welfare and progress of the students
- To provide information as required by the Headteacher
- To attend scheduled meetings including meetings with parents and outside agencies
- To be proactive in supporting students in developing the skills and attitude to be successful in their transition pathway.
- To carry out responsibilities in line with the schools Equal Opportunities Policy and ensure compliance with health and Safety Regulations.

GENERAL RESPONSIBILITIES (ALL STAFF)

Responsibilities to the Headteacher:

- To promote the aims, values and ethos of Two Bridges School and uphold its rules.
- To carry out supervisory duties in accordance with normal school schedules.
- To participate in the appropriate meetings with colleagues and parents.
- To participate in performance management arrangements.
- To carry out other duties as may be reasonably required by the Headteacher.
- To get to know well, to support and monitor the academic and pastoral progress of all students in Two Bridges School.
- To liaise with parents and teachers as necessary.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.