



**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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| Job Title | Pastoral Manager | |
| Working Pattern | 40 - 42 Hours per week (by negotiation)/Term time only | |
| Salary/Working Pattern | Scale I: £28,900 p.a. to £32,909 p.a. pro rata. (actual starting salary 40 hours per week, £26,873) | |
| Purpose of the Job | <p>The Pastoral Manager for Inclusion and Restoration will support the implementation of the Notre Dame High School Mission Statement, and the Hallmarks of the Notre Dame Schools.</p> <p>In particular, they will support the work of the pastoral team, working directly with students whose relationships within the community are damaged, including those in times of crisis. They will also help to establish a restorative, trauma informed culture in school, in line with our ethos. They will do this through direct work with students, development and implementation of systems and development of staff.</p> | |
| Responsible To | Head of Year- Student Support | |
| Responsible For | N/a | |
| Level of Contact with Children & Degree of Responsibility | Level of Contact with Children | High |
| | Degree of Responsibility for Children | High |

Conditions of Employment

The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.

Purpose of Role:

Working with the pastoral team to support students so that they can **all** fully access their learning, using an inclusive, trauma informed, restorative practice approach.

Primary Responsibilities:

- To support the work of the Heads of Year and SENCO, through attachment to a year group
- To support staff, students, parents with issues relating to school life, including transport alongside the Head of Year
- To ensure that there is an accurate record of Attendance in the year group so that effective monitoring can take place, including for those in Alternative provision, follow up as needed including parental contact, mentoring students and working with outside agencies
- Arranging and carrying out visits as needed e.g. 'safe and well', Alternative provision providers, other schools
- To take a lead in supporting inclusion and positive student behaviour on and off site, through; supervision, duties and intervention work with individuals and groups of students e.g. Anger Management programmes, Circle of Friends, Online safety, onsite Alternative provision etc
- Working directly with students who are not able to access some parts of school for a period of time. The purpose of the work is to restore relationships and support full inclusion and engagement by the student.
- Leading intervention programmes designed to proactively support inclusion and restorative culture amongst students.
- Supporting staff development in areas such as restorative approaches, trauma informed practice, healthy minds, inclusion and diversity
- To take responsibility for, and to supervise, students as required, including during breaks, lunchtimes, detentions and after school
- To be on-call and be available to respond as needed throughout the day
- To liaise with colleagues and outside agencies and assist in the preparation of reports and other documentation needed for suspensions, exclusions and referrals (Inclusion service, MAST, Social Care etc)
- Supporting safeguarding for all students including attending CIN/TAF/TAC meetings
- Supporting students on Pastoral & SEND support plans
- Taking a lead on a specific area of pastoral work to support the team e.g. Transition, onsite Alternative provision, Attendance etc

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.