



North East  
Learning Trust

WE'RE LOOKING FOR  
**A PASTORAL CARE  
MANAGER**  
TO JOIN OUR TEAM



**DIAMOND HALL**  
Junior Academy

**Diamond Hall Junior Academy**  
Well Street  
Sunderland, SR4 6JF

0191 563 0975  
enquiries@diamondhalljuniors.co.uk  
[www.diamondhalljuniors.co.uk](http://www.diamondhalljuniors.co.uk)

## Pastoral Care Manager

**Required for September 2019**

**(SCP 23 – 25 £26,999 – £28,785)**

**(pro rata to term time only + 5 days)**

North East Learning Trust and the Executive Head Teacher of Diamond Hall Junior Academy are seeking to appoint an enthusiastic, hardworking, flexible and committed person to join our dedicated team as a Pastoral Care Manager. The successful candidate must have a good level of literacy and numeracy, excellent communication skills, and understanding of child protection and safeguarding practice and legislation as well as an understanding of attendance procedures.

### **The successful candidate will:**

- Undertake SEND administrative duties
- Deal with attendance, behavioural, pastoral and welfare issues and be responsible for the induction of new arrivals.
- Support and work with pupils and families to maximize learning for individual pupils.
- Contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life.

### **Deadline:**

**Tuesday 18 June 2019**

Shortlisting will take place on the 19 June, with interviews on the 25 June.

All visits to the school are warmly welcomed. Please contact the school office on **0191 563 0975** to arrange a visit.

### **How to apply:**

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to **karen.oliver@diamondhalljuniors.co.uk** or by post to Karen Oliver, Admin Services Manager, Diamond Hall Junior Academy, Well Street, Millfield, Sunderland SR4 6JF.



# Job description

## Responsible to

Headteacher

## Job Purpose

- To undertake SEND administrative duties
- To deal with attendance, behavioural, pastoral and welfare issues and be responsible for the induction of new arrivals.
- To support and work with pupils and families to maximize learning for individual pupils.
- To contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life. This will be achieved by:

## Duties and responsibilities:

### Welfare and Behaviour:

- To promote positive behaviour throughout school
- To maintain good behaviour at playtime and lunchtime and deal with inappropriate behaviour as per the school Behaviour Policy
- To undertake investigations into reported misbehaviour/incidents and implement sanctions according to school policy
- To lead social skills groups at playtime/lunchtime with identified pupils when necessary
- To maintain accurate records by recording information on school systems
- To support the re-integration of pupils on return to school from exclusion
- To deal with incidents throughout the day as necessary
- To contribute to the recording, investigation and monitoring of bullying
- To develop positive relationships with parents, liaising with parents regarding disciplinary/health/welfare issues
- To provide support for pupils identified as in danger of becoming disengaged from school for emotional, behavioural and attitudinal reasons;
- To have responsibility for safeguarding as Designated Safeguarding Lead, including attending meetings, record keeping and report preparation for other professionals;
- To be Designated Lead for LAC, CIN, TAF and Early Help. And support of Ethnic Minority Groups.
- To keep up to date case studies of impact of procedures on welfare, progress and

attainment.

- Develop and monitoring programmes that support pupils with negative attitudes to school, low self-esteem and poor social skills;
- To support colleagues to develop, implement and monitor Behaviour/Pastoral Care plans;
- Work in partnership with parents/carers to prevent the risk of continued social/emotional behavioural problems leading to exclusion;
- To establish appropriate support mechanisms for those identified pupils including home school links;
- To provide additional support via after school and lunchtime clubs;
- To prepare half termly assessments for identified pupils;
- Assist in the maintenance of educational progress through half termly pupil progress reports and reinforce attitudes and behaviour that are required by school;
- Attend meetings in and out of school;
- Work with teachers, pastoral staff and other professionals to draw up and implement plans for the support of individual pupils and groups;
- Working with families/carers of children in need of extra support to keep them informed of child's needs and progress and to secure positive family support and involvement;
- Establish a consistency of support for pupils and parents/carers and make regular contact to maintain this relationship;
- Ensure all pupils are able to take full advantage of the learning opportunities available to them;
- Maintaining appropriate case files/records and contributing to the collection of qualitative and quantitative information as required by the school;
- To contribute to meetings regarding the welfare of individual pupils by preparation of reports and attendance;
- Having a knowledge and appreciation of the range of activities, organisations and individuals that can provide extra support and arranging these services for the pupils as appropriate;
- Investigate concerns raised by parents, children and teachers as agreed by the Head of School;
- Liaising with colleagues and sharing good practice;
- Liaising with other strategies, both national and local to support individuals;
- Working with outside agencies to develop, implementing and monitor personalised learning packages for pupils;
- Co-ordinating additional support from other agencies eg. Police, Voluntary Agencies;
- To work with staff and pupils to provide additional support to successfully aid transfers to new schools. This may be at KS1 –KS2 when pupils are transferring into Diamond Hall Juniors Academy and KS2-KS3 when pupils are transferring from Junior to Secondary.

#### **SEND Administrative Assistant:**

- To undertake SEND admin duties as directed by the SENCo

#### **Management of Academic Performance:**

- To liaise with teaching staff, pupils and parents to provide particular support to targeted

underperforming pupils in receipt of free school meals, in order to raise achievement and help them minimise/overcome barriers to learning

- To mentor, counsel and support pupils as appropriate
- To be aware of and undertake activities, to assist in monitoring the academic progress and personal, social and emotional needs of pupils
- To contribute to tracking the academic progress of free school meals pupils and targeted pupils half-termly, and gauge the impact of support given
- To contribute to the school's strategy to improve the attendance and punctuality of pupils in receipt of free school meals

#### **Attendance:**

- To complete preparatory work for the Trust welfare officer.
- To prepare data as required for monitoring purposes each half term, term, mid -year and end of year.
- Working with pupils and their families in addressing absence issues;
- Working with pupils and their families in promoting high standards of punctuality and attendance;
- Working in partnership with other agencies to reduce persistent absence and children missing education in order to promote safeguarding of pupils;
- Supporting the Executive Head, Head of School and other relevant senior staff in establishing overall attendance targets, focussing on individual persistent absentees and monitoring outcomes for pupils;
- Developing programmes that include setting targets for individual pupils in areas of attendance, punctuality, achievement and behaviour.

#### **Management of New Arrivals:**

- To be responsible for the induction of new arrivals as per the school New Arrivals Policy including those children entering the school from abroad.
- To make contact with parents in the first instance to arrange an induction programme within 10 days of the school receiving notification from the LA admissions
- To obtain full, relevant data from families to assist in early, accurate assessment and early, tailored provision
- To be aware of the content of pupil files transferred from previous school and ensure that relevant information is shared to enable others in school to fulfill their duties
- To liaise with families daily during the first few weeks and regularly during the first term

#### **General Requirements:**

- Attend and participate in training and development courses as required;
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies;
- Produce detailed reports to inform the senior leadership team and trust board as and when required;
- Assisting teaching staff or senior colleagues in escorting pupils home as and when required;
- Being an effective role model for the standards of behaviour expected of pupils;

- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of Diamond Hall Junior Academy and North East Learning Trust.

**Professional Values and Practice:**

- Having high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds and being committed to raising their educational achievement;
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners;
- In line with the Academy and Trust policies and procedures, using behaviour management strategies which contribute to purposeful learning environment;
- Working collaboratively with colleagues as part of a professional team, and carrying out roles effectively, knowing when to seek help and advice from colleagues;
- Reflecting upon and knowing when to improve personal practice;
- Working within Academy and Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the Academy;
- Recognising equal opportunities issues as they arise in the Academy and responding effectively, following Academy and Trust policies and procedures;
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.



## Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Good level of literacy and numeracy</li><li>• Understanding of child protection and safeguarding practice and legislation</li><li>• Understanding of attendance procedures</li></ul>	<ul style="list-style-type: none"><li>• Further professional development</li><li>• Working in school with vulnerable groups</li><li>• Health &amp; Safety</li><li>• First Aid Certificate</li><li>• Understanding of SEND procedures</li></ul>
Experience	<ul style="list-style-type: none"><li>• Working with vulnerable groups</li><li>• Communicating to people at all levels</li><li>• Safeguarding knowledge</li></ul>	<ul style="list-style-type: none"><li>• Working with families</li><li>• Working with external professional services in a learning/pastoral setting</li></ul>
Skills and competencies	<ul style="list-style-type: none"><li>• Supporting learning in tackling underachievement and barriers to learning</li><li>• Supporting behaviour of pupils</li><li>• To be able to interpret, interrogate and analyse data</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of mental health</li><li>• Working on improving attendance</li></ul>
Disposition	<ul style="list-style-type: none"><li>• Work on own initiative</li><li>• To be fully committed to equality of opportunity for children, staff, parents and members of the wider community</li><li>• To have high expectations</li><li>• Ability and willingness to work as a member of a team</li><li>• Ability to work effectively with all staff</li></ul>	<ul style="list-style-type: none"><li>• To be able to maintain enthusiasm when dealing with routine work</li><li>• To have a sense of humour</li></ul>



### **References:**

Any relevant issues arising from references will be taken up at interview.

### **DBS and pre-occupational health:**

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.