



WOODBIDGE HIGH SCHOOL

Deputy Pastoral Manager

Line Manager – Pastoral Manager

Scale: LBR 7 - 36 Hours Per Week/Term time only

Job Description

Main Duties

To manage the school's internal exclusion room and have strategic responsibility to support the school's behaviour strategy as part of the wider behaviour support team.

Duties and Responsibilities

1. Have lead responsibility for the school's internal exclusion room (Focus Room).
2. Supervise students in the Focus Room.
3. Manage, review and develop the learning resources provided for students in the Focus Room
4. Administer bookings and schedules for the Focus Room
5. Review, develop and implement systems, routines and procedures to improve the efficiency and effectiveness of the Focus Room and the Learning First Zone
6. To support the school's Learning First Zone by helping ensure appropriate staffing, resources and the embedding of restorative justice practices
7. Co-ordinate restorative justice meetings with staff and students, in conjunction with the Leadership Team
8. Analyse data and provide reports in relation to the Focus Room, the Learning First Zone and other behaviour data
9. Support the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
10. To carry a caseload of students that you mentor
11. To support the school's 'On Call' (Lesson Removal) system
12. To carry out investigations and searches as required, in line with the school's policies and procedures
13. Support systems administrator with administering the behaviour system and other related tasks
14. Support and assist the wider behaviour team as directed and as required
15. Support students with behaviour in lessons and around the school
16. Support staff in dealing with challenging behaviour
17. Support the supervision of detentions as required

18. Undertake supervision duties during the school day (additional payment for lunchtime duties).
19. Follow up safeguarding issues in line with school policies and procedures.
20. Establish working routines and maintain records/logs of casework and provide staff with requested information as required.
21. Attend meetings within school and externally as required.
22. Liaise with parents as required
23. Deputise for the Pastoral Manager in any other area as required

Generic

24. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
 25. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
 26. To invigilate school examinations as required.
 27. To perform other such duties of a similar nature as from time to time may be required.
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Person Specification:

Essential (E) or Desirable (D) below

Experience:

- previous experience of working with students/staff in a mixed comprehensive school **(E)**

Skill, Knowledge and Abilities:

- high level of organisational skills **(E)**
- ability to form positive relationships with students, staff and parents/carers **(E)**
- possessing skills to communicate with challenging families **(E)**
- possessing competent ICT skills and familiarisation with Sims/generic Microsoft applications **(E)**
- an attention to detail **(E)**
- high level of personal drive and energy **(E)**
- receptive to new ideas and change **(E)**

Education and Qualifications:

- A good standard of literacy and numeracy **(E)**
- willingness to undertake appropriate professional development training **(E)**
- first aid qualification (training will be provided) **(E)**

Personal Attributes:

- willing to integrate into a team **(E)**
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- a friendly, co-operative approach to parents, pupils and staff **(E)**
- willing to work flexibly in terms of job roles and responsibilities **(E)**
- promotes and gives a positive image of the school **(E)**