



# LONGCROFT

—SCHOOL AND SIXTH FORM COLLEGE—

INTEGRITY  
CREATIVITY  
RESPECT

Headteacher: Mr I. O'Donnell MA NPQH  
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<b>Post Title:</b>	<b>Student Pastoral Manager</b>
<b>Purpose:</b>	To provide guidance, support and intervention strategies in order to meet the pastoral needs of students at Longcroft School. To act as their 'front line' pastoral support leader for students in either the Upper or Lower School. Specific responsibilities are detailed below.
<b>Reporting to:</b>	<b>Assistant Headteacher (Behaviour and Attendance)</b>
<b>Responsibilities as a Pastoral Manager</b>	<ol style="list-style-type: none"> <li>1. Promoting the ethos and policies of Longcroft School</li> <li>2. Ensuring good communication with parents and members of school staff by the use of personal contact, letter, telephone calls, emails and other means as appropriate.</li> <li>3. Interviewing students and taking appropriate action following referrals related to school work, behavior, bullying, student concerns, crisis or other incidents</li> <li>4. Liaising with external agencies including the Education Welfare Service and police. This may involve attendance at Multi-Agency Meetings</li> <li>5. Acting as part of the coherent strategies within individual Behaviour Plans, Pastoral Support Plans and individual Education Plans. Supervising students at break-times, lunchtimes and at the end of the school day. Being available to students and parents at these times.</li> <li>6. Supervision of students in Isolation and providing support where students need to be isolated</li> <li>7. Monitoring attendance and punctuality and taking positive steps to improve attendance and punctuality.</li> <li>8. Maintain student files and organizing the administration related to pastoral procedures.</li> <li>9. Distributing, maintaining and monitoring student referral forms.</li> <li>10. Organising and collating work for excluded/sick/absent students where appropriate</li> <li>11. Supporting the organisation of Parents' Evenings/Open Evenings and other calendared events.</li> <li>12. Supporting the organization of student reports</li> <li>13. Promoting and assisting with school visits</li> <li>14. Contributing to assemblies when appropriate</li> <li>15. Attending and contributing to meetings of the Pastoral Team</li> </ol>
<b>Other requirements</b>	<ol style="list-style-type: none"> <li>1. Carry out other tasks appropriate to the grade as allocated by the School Welfare Officer/ Child Protection Co-ordinator or the Senior Line Manager.</li> <li>2. When required, the post-holder will attend appropriate training courses funded by the school and maintain currency on essential skills and knowledge needed to carry out tasks satisfactorily</li> </ol>
The post holder must at all times be aware that the school is a student-orientated environment and all work must be completed to the necessary health and safety and safeguarding standards.	

## PERSON SPECIFICATION Student Pastoral Manager

	Ess	Des	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
Understanding of current issues affecting the lifestyles of young people	✓		A/I
Awareness of career and development opportunities for young people		✓	A/I
Knowledge of developments in education, the SEN Code of Practice, safeguarding and child protection issues.	✓		A/I
An understanding of a school environment, and Health and Safety issues.	✓		A/I
Knowledge and experience of strategies/techniques to support students	✓		A/I
<b>EXPERIENCE</b>			
NVQ Level 3 and one or more of the following is essential			A/C
Good standard of basic education		✓	A
DfES Induction for Teaching Assistants		✓	A/C
Support/Learning SEN certificate		✓	A/C
Numeracy/literacy qualification or experience		✓	A/C
ICT experience and evidence of training		✓	A/C
Education/youth service (or equivalent) experience including supporting young people		✓	A
Any specialist skill acquired through training and /or experience in supporting individuals or groups of students		✓	A
Support of students with special educational needs		✓	A
<b>SKILLS</b>			
Excellent inter-personal, listening and communication skills	✓		A/I/R
Ability to deliver specialised support programmes to promote inclusion		✓	A/I/R
Ability to liaise effectively with other colleagues	✓		A/I/R
Caring, tolerant and responsible	✓		A/I/R
Committed to equal opportunities	✓		A/I/R
Effective team member	✓		A/I/R
Able to establish and work to targets		✓	A/I/R
Punctuality, reliability and integrity	✓		A/I/R
Ability to work on own initiative	✓		A/I/R
Ability to maintain comprehensive and accurate records	✓		A/I/R
Tact and diplomacy	✓		A/I/R
Ability to identify need for referral		✓	A/I/R
Experience of prioritising own caseload		✓	A/I/R
Report writing and presentation skills		✓	A/I/R
Sense of humour	✓		A/I/R

N.B. We will require an enhanced DBS check for the successful candidate.

<p>Key:  A = Application  C = Certificate  I = Interview  R = Reference</p>
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