

SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	Pastoral Inclusions Manager
CONTRACTED HOURS	37 hours per week / 38 weeks per year (8:15am – 4:45pm Mondays, 8.15am to 4.00pm Tues-Fri – 30 mins break)
LOCATION	St Edward's Academy
GRADE / SCALE POINT – SALARY	Grade 5
REPORTING TO	Deputy Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

The Pastoral Inclusions Manager plays a key role in supporting the pastoral team and the Heads of Learning to ensure that all pupils feel safe, supported, and able to thrive both academically and personally. This role focuses on building strong relationships with parents and carers, promoting effective home-school communication, and coordinating pastoral interventions to meet the needs of individual pupils.

Core Aim:

To actively uphold the school's ethos of humanity, optimism, perseverance and excellence, ensuring every pupil and family feels supported and valued. The role requires professionalism, empathy, and a proactive approach to problem-solving and communication.

KEY TASKS & RESPONSIBILITIES

- **Home–School Liaison:** Act as a key point of contact for parents and carers regarding pastoral matters, ensuring clear communication and building positive relationships to support pupil well-being and inclusion.
- **Pastoral Interventions:** Coordinate and administer pastoral interventions for pupils, maintaining accurate records, monitoring progress, and reporting outcomes to the Head of Learning and senior leadership.
- **Attendance Support:** Assist with first-day absence calls and home visits where necessary, ensuring timely follow-up and accurate attendance reporting.
- **Safeguarding Support:** Work collaboratively with the DSL team to report, record, and follow up on safeguarding and welfare concerns, liaising with external agencies as required.
- **Direct Pupil Support:** Provide one-to-one or small group pastoral support for pupils as directed by the pastoral team or Head of Learning, addressing welfare and inclusion needs.
- **Multi-Agency Liaison:** Attend and contribute to meetings regarding pupil welfare (e.g., Child in Need, LAC, multi-disciplinary meetings), ensuring accurate documentation and communication of agreed actions to staff.
- **Data & Reporting:** Collate and produce reports on pastoral interventions, attendance, and welfare for key stakeholders, ensuring confidentiality and compliance with school procedures.
- **Policy & Training Support:** Assist in the dissemination of safeguarding and pastoral updates to staff and families, supporting the implementation of best practice and school policies.
- **External Referrals:** Manage referrals to external agencies (e.g., School Nursing Team, CAMHS, social care) and maintain records of outcomes and actions.
- **Administrative Duties:** Carry out administrative tasks related to pastoral care, including coordination of EHCP processes and maintaining accurate case files.
- **Supervision Duties:** Support pupil supervision during break and lunch times as required.
- **Other Duties:**
 - Attend First Aid training and carry out first aid duties as and when required.
 - Undertake additional tasks, training, or responsibilities as reasonably requested, consistent with the level of the role.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Education	<ul style="list-style-type: none"> Post 16 qualification 	<ul style="list-style-type: none"> Degree DSL qualified QTS or Social Worker qualification
Literacy and Numeracy	<ul style="list-style-type: none"> Good passes at GCSE level or equivalent in Maths and English Excellent oral and written communication skills including letters and emails Computer literate and able to competently use computer data systems and information / word processing systems 	<ul style="list-style-type: none"> Able to create spreadsheets and provide reports from data analysis Confident oral presentation of information
Knowledge and / or experience		<ul style="list-style-type: none"> Familiar with CPOMS or other MI systems Familiar with SIMS software SENCO qualifications Teaching, Teaching Assistant, Family Services or Social Work experiences Knowledge of the referral process, MASH team and CiN processes Familiar with Local Authority children's services
Equipment / Materials	<ul style="list-style-type: none"> High level, accurate keyboard skills. Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers 	
First Aid		<ul style="list-style-type: none"> To provide first aid support to students and staff as necessary
MENTAL SKILLS		
Research	<ul style="list-style-type: none"> Able to use the internet effectively for routine research Able to work under pressure Able to synthesise information from multiple information sources and provide succinct summaries of same 	

Interpersonal and Communication	<ul style="list-style-type: none"> • Firm and fair relationships with students and excellent behaviour management skills • Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable 	
	<ul style="list-style-type: none"> • Understanding of the necessity and ability to maintain absolute confidentiality • Pleasant and helpful telephone and face-to-face manner • Ability to function effectively as part of a team 	
PHYSICAL		
Keyboard	<ul style="list-style-type: none"> • High level keyboard skills 	
Manual Skills	<ul style="list-style-type: none"> • Routine manual handling skills 	
Level of Autonomy	<ul style="list-style-type: none"> • Able to make day-to-day decisions about own workload, within clear guidelines and procedures. • Supervisory assistance is available most of the time. 	

July 2025