

Job Description for SEND Manager and Pastoral Worker

Job Purpose:

The role of the SEN Manager and Pastoral worker is as follows:

- To work in close partnership with the head teacher as school Senco, class teachers and support staff to create and manage pupils' individual My Plans and provision maps.
- To provide social and emotional support to individuals and small groups of pupils so that their wider needs are met in school and they achieve the best outcomes.
- To support the headteacher, as SENCO, in making necessary referrals; liaising with staff, children, parents and other professionals as required.

Duties include:

- To deal with daily pastoral/behaviour issues at an appropriate level and to be on call when needed to support children with social, emotional and behavioural difficulties.
- To take statements and collation of information in response to incidents of challenging behaviour where required.
- To form positive relationships with children and their families, supporting the role of class teachers and the school SENCO.
- To plan and deliver social and emotional intervention sessions for individuals and small groups of pupils to meet their wider needs.
- To provide a link between the school and external agencies, completing the necessary documentation where required.
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- To supervise and monitor peer mentoring schemes.
- To provide a report at My Plan, Care and Support meetings.
- Act as a study supervisor where necessary in supervising, instructing and delivering learning activities set by teachers for groups of pupils or classes as required.
- To provide support to individual pupils at break and lunchtimes, including supervising detentions where necessary.
- To undertake training commensurate with the post.
- Respect confidentiality at all times.
- To be proactive in maintaining the values and ethos of the school.
- To understand and apply school policies in relation to health, safety welfare and child Protection.
- All staff have a responsibility for the safeguarding and promotion of well-being of all Students.
- To ensure that all duties and services provided are in accordance with School's Equal Opportunities Policy.
- The duties are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.