**STANMORE COLLEGE**

**PASTORAL SUPPORT MANAGER**

(Permanent, full time, 36 hours per week)

We are looking for an experienced Manager / person with suitable qualifications for the post of Pastoral Support Manager providing coordination of pastoral care, tutorial and disciplinary procedures for all students. To also act as one of the College safeguarding officers working under the direction of the Head of Student Services.

You will have a minimum of one year’s experience of managing a team either in an administrative or similar role of Pastoral Support and qualified to minimum level 3 with a Level 2 qualification in Maths and English. You will have excellent written and oral communication skills and good IT skills.

Salary: Band L, Point 40 - 42, £43,710 – £45,935 per annum

Application form and further details of the post available from the Stanmore

College website: [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or by telephone on 020 8420 7700

Closing date for applications is Thursday, 15th April 2021

Interviews will take place on Tuesday, 27th April 2021

**STANMORE COLLEGE**

**JOB DESCRIPTION**

**POST:** Pastoral Support Manager

(Permanent, full time, 36 hours per week)

**REPORTS TO:** Head of Student Services

**RESPONSIBLE FOR:** Providing coordination of pastoral care, tutorial and disciplinary procedures for all students.

Line managing the Student Welfare Officer and College Counsellor, the team of personal tutors and the enrichment team.

To act as one of the College safeguarding officers working under the direction of the Head of Student Services.

**PRINCIPAL ACCOUNTABILITIES *IN ADDITION TO DUTIES CONTAINED WITHIN THE LECTURER JOB DESCRIPTION.***

1. Contributing to the recruitment process for all students and leading on the induction programme
2. Line managing the Personal Tutors, including regular performance management, setting of targets which are regularly monitored and ensuring that appropriate professional development is provided
3. Leading on cross-college tutorial programmes, ensuring the development of enrichment, careers and IAG is embedded.
4. Coordinating the pastoral care processes for vocational students at all levels across all Schools and departments, liaising regularly with Curriculum Managers and Heads of School.
5. Ensuring that personal tutors draw up appropriate support action plans for learners at high risk of not succeeding and which may include referring on to appropriate services.
6. Leading on digital technology support for students with the Pastoral and IT team to ensure laptops, devices and other support is provided as and when required for students in need or those who are vulnerable.
7. Leading on the attendance and punctuality strategy
8. Taking a lead to ensure that all staff apply disciplinary processes fairly and consistently to all students at the college; working especially closely with the Heads/ Deputy Heads of School, Curriculum Managers, Head of HE and Business Development Manager to achieve this.
9. Ensuring that all relevant standard documentation is in place to support staff in applying the disciplinary process including pro-formas such as report forms and warning letters, and ProMonitor
10. Auditing the application and record keeping of the disciplinary process documentation and following up where necessary
11. Providing advice, support and training for staff across the college on student behaviour management and other related themes
12. Acting as the intervening step between routine disciplinary interventions carried out by teachers, tutors, management team of the schools and withdrawal by Heads of School in consultation with the Vice Principal – Curriculum and Quality, Head of Student Services. This will include convening “case conferences” and exclusion panels where required to address individual student disciplinary cases
13. Monitoring the pastoral and disciplinary systems and ensuring that students have an input into current processes and future plans
14. Ensuring that a comprehensive enrichment programme is in place and closely monitored to ensure that all full-time students have an opportunity to participate in meaningful enrichment activities to support their academic learning and employability.
15. Act as one of the college safeguarding officers working under the direction of the Head of Student Services. Taking on caseloads and ensuring compliance on recording outcomes, interventions and support.
16. To lead on the arrangements for Student Parliament and Freshers’ Fair.
17. Producing an annual report on the vocational pastoral system which can then feed into the “Support for Students” section of the College self-assessment report
18. Communicating key research and developments on behaviour management to relevant college leaders and contributing to formulation of new policies, processes and procedures
19. Working co-operatively with colleagues and showing commitment to the College and its mission.
20. Producing quantitative and qualitative management reports for AGM that reports on all areas or Pastoral Support, impact and outcomes for learners. Including collaboration to update College policies relating to behaviour, disciplinary and other.
21. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality & diversity and data protection within the scope of the post
22. To ensure staff PMRs, training and team meetings are scheduled and on track to meet college deadlines and expectations in consultation with the Head of Student Services.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE PERSON SPECIFICATION**

**JOB TITLE: PASTORAL SUPPORT MANAGER**

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| **Criteria** | **Possible source of evidence** |
| **QUALIFICATIONS:** |  |
| Qualified to minimum Level 3 with a Level 2 qualification in Maths and English | Application form/certification |
| **EXPERIENCE OF:** |  |
| Working in a Managerial, Administrative or Pastoral Support role in Education or similar industry | Application form/ supporting statement/interview |
| Managing or supervising a team including welfare, enrichment and tutorials | Applications form/supporting statement/interview |
| **KNOWLEDGE OF:** |  |
| Good understanding of the principles of equality and diversity in the context of an education setting and how to apply these in the relevant area of work | Supporting statement/ interview |
| Experience of working with young people in a pastoral, welfare or safeguarding capacity and a willingness to undertake further training in the area of safeguarding | Supporting statement/  interview |
| **SKILLS:** |  |
| Excellent communication skills, both verbal and written | Application form/ supporting statement/interview |
| Proficiency in using Microsoft Office packages including Outlook, Word and Excel | Interview |
| Good time management and organisational skills | Supporting statement/interview |
| **ABILITY TO:** |  |
| Plan and organise effectively and keep accurate detailed records | Supporting statement/ interview |
| Deal tactfully with people | Supporting statement/ interview |
| **PERSONAL QUALITIES:** |  |
| To work on own initiative and as part of a team | Supporting statement/ interview |
| Commitment to the ethos of Stanmore College | Supporting statement/interview |
| Commitment to personal development | Supporting statement/interview |
| Flexible approach to work | Supporting statement/  Interview |