



NEWHAVEN SCHOOL
PASTORAL MANAGER - NEST
Job Description & Personal Specification

SALARY: PO2 (Inner London) plus SEN Allowance

ACCOUNTABLE TO: Headteacher / Senior Leadership Team (SLT) / Head of NEST

HOURS OF WORK: 35 hours per week – Term Time Only

CONTRACT: Permanent

Purpose of Role

The Pastoral Manager at NEST will provide holistic support to students with severe and enduring mental health challenges. This role involves close collaboration with students, parents, staff, and external agencies to ensure the well-being, safety, and academic progress of all students. The Pastoral Manager will also play an active role in safeguarding and contributing to the school's wider engagement with the local community.

Duties and Responsibilities

Parents

- Act as the first point of contact for parents regarding pastoral and wellbeing queries, concerns, and signposting to appropriate services via phone or email.
- Provide updates to parents as required, sharing information and discussing actions.
- Attend parent meetings as necessary to discuss student progress or concerns.
- Write supporting letters for PIPs, transport, and other Special Educational Needs (SEN) applications.
- Promote student and parent/carer involvement and consultation in decision-making processes.
- Work in partnership with families, building on their strengths and promoting positive family-school relationships.

Students

- Ensure all staff are aware of any safety needs for individual students, ensuring there is adequate supervision for vulnerable students including managing specific safety plans for students at risk of self-harm.
- Offer pastoral support to students both in and out of class, responding promptly to radio calls for assistance. This will incorporate the use of PACE (Playfulness, Acceptance, Curiosity, Empathy) or trauma-informed practice to de-escalate crisis.
- Accompany students on school trips as additional support when required, following Risk Assessment (RA) guidelines.
- Conduct interventions such as talking mats and other relevant tools to identify student difficulties.
- Develop and distribute pastoral social stories as needed to support student understanding.
- Lead or support resolution meetings between students, incorporating methods such as comic strip conversations where appropriate.
- Provide support and work with students on an individual basis to meet their specific needs.

Attendance

- Generate and analyse attendance data, sharing concerns with SLT and proposing appropriate interventions.
- Work with teachers, the Attendance Advisory Service, and parents to track and promote attendance.
- Call or meet with parents regarding attendance concerns and conduct home visits when necessary.
- Communicate with parents/carers and outside agencies to develop preventative strategies and provide additional support to students.
- Work with SLT to create and implement personalised timetables for students where appropriate.

Safeguarding

- Act as a named Child Protection Officer, receiving and communicating Child Protection (CP) concerns to the Designated Safeguarding Lead (DSL).
- Collate and share information for Multi-Agency Safeguarding Hub (MASH) referrals with DSL as needed.
- Attend case conferences, reviews, core groups, and lead TAC/TAF/CIN meetings as required, providing necessary updates.
- Share Child Protection information with involved agencies to ensure student safety.
- Prepare and submit reports for Social Work (S17) assessments.
- Provide safeguarding updates for students for MDT (Multi-Disciplinary Team)
- Attend MDT meetings, sharing concerns and planning actions for student support.
- Participate in Pastoral Review meetings, identifying actions to support students at risk.
- Work with SLT to develop and communicate safety plans to all relevant staff members.
- Maintain accurate records (e.g. external agencies, diagnoses etc.) and share with all stakeholders.
- Read safeguarding files from previous schools received on CPOMS or by hard copy, ensuring any unknown information is discussed with DSL.
- Co-ordinate the transfer of Safeguarding and SEN files when students move to Post 16, or other educational establishments.

Pupil Profiles

- Create, update and amend pupil profiles as new information arises, ensuring all staff are informed of changes.
- Ensure that Sims has accurate and up to date information, such as current external agency contact details.

Staff Support

- Collaborate with Head of NEST to identify and plan interventions, multi-agency support, and external professional involvement (MT, OT, EP, SALT).
- Provide support to staff regarding student pastoral concerns, working together to implement effective actions.
- Lead staff briefings and debriefings if necessary, ensuring effective communication between staff and leadership.
- Share relevant information from CAMHS and CPOMS reports with staff to ensure consistent support for students.

External Agencies

- Maintain regular communication with CAMHS, Social Care and other external agencies, sharing any concerns in a timely manner.
- Attend medication review meetings, planning interventions, and following up on student progress.
- Submit referrals and meet with school nurse or CACT mentors, ensuring students receive necessary support.
- Communicate with outside agencies to develop preventative strategies and collaborate on student support.

New Students

- Conduct parent tours for prospective students.
- Conduct initial home visit, following risk assessment guidelines
- Arrange and attend Pre Admission Meetings. Ensure that the parents / carers have provided consent forms, ID and any other information that is required before the student goes on roll.
- Coordinate the collection of information needed from previous schools and external agencies,
- Create student profile, including relevant information from referral, initial visit, pre admission meeting and assessments. Ensure this is accessible to all staff prior to student joining class.
- Discuss and review transition timetables
- Manage effective transitions into, out of, and between key stages of Newhaven School.

Community Engagement

- Raise the profile of the school within the local community by organising or contributing to events and outreach programmes.
- Promote autism awareness and understanding within the wider school community.
- Build partnerships with local organisations, arranging opportunities for students to engage within the community.
- Invite external speakers, including ex-students or motivational figures, to inspire and engage the school community.

Assemblies and Whole-School Engagement

- Assist with student assemblies as required, focusing on current school issues or opportunities within the community.

Jack Petchey Co-ordination

- Ensure the Jack Petchey Award runs smoothly. Maintain accurate records of award winners and grant spending.
- Prepare grant reports and citations for award winners
- Ensure the Jack Petchey Award is promoted and celebrated within the School
- Co-ordinate the award event, ensuring winners and guests have any accessibility needs met.

Other Duties

- Maintain appropriate records and provide relevant, accurate, and up-to-date information.
- Undertake any other duties consistent with the objectives of the post, as required by SLT, to ensure the effective running of the school.

Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.

[Amendments may be made to this job description following consultation between the Headteacher and the Post holder if the needs of the School change. Staff are appointed to Newhaven as a whole and may be required to transfer across sites as service demand necessitates.]