



Moulsham High School

Job Description & Person Specification

Assistant Pastoral Manager

Job Title:	Assistant Pastoral Manager
Scale:	Scale 6 Point 12 - 17
Responsible to:	Pastoral manager
Responsible for:	Pastoral team

Job Purpose:	To support the Pastoral Manager in promoting the well-being of all students so that they are safe, enjoy coming to school and achieve their full academic potential.
Duties & Responsibilities:	The Assistant Pastoral Manager will support the Pastoral Manager with: - Offering appropriate pastoral care to all students in their cohort. - Ensuring that all safeguarding concerns are dealt with swiftly and in line with Bridge Academy Trust Policy and 'Keeping Children Safe In Education 2025.' - Acting as the first line of communication for parents, staff and students concerning pastoral issues and liaising with the Standards and Progress Leader as appropriate. - Encouraging and motivating students' involvement in key events (e.g. induction, options, interviews, career guidance etc). - Liaising with the Attendance Team on a regular basis. - Liaising with outside agencies as the need arises. - Promoting regular attendance and punctuality, actively dealing with students who fall below the school's expected standards. - Being a presence at weekly assemblies. - Meeting prospective and new parents and students during the school year - gathering information and providing tours of the site. - Transferring data between Key Stages. - Investigating allegations of breaches of expected behaviour standards, including interviewing students and taking detailed accounts. - Monitoring any students who may regularly truant lessons - being a visible presence around the school. - Challenging students when behaviour issues arise and following up where necessary. - Completing day-to-day administrative tasks such as the preparation of letters, and data input for identified groups of students.



	• Liaising with the Office Manager when dealing with administration for specific year group events. • Preparing detailed reports of behaviour issues. • Maintaining the behaviour database.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths. First Aid Qualification.	E D
Knowledge & Experience	Recent experience of working in a secondary school. Experience working with external support agencies eg Social Care. Computer literacy – Including competence in using Office 365.	D D E
Skills and attributes	The ability to communicate clearly and accurately both in writing and verbally. Efficient organizational skills – including prioritizing and meeting deadlines. An ability to forge positive working relationships with students, staff and parents. The ability to ensure that whole school policies are implemented consistently – including those relating to safeguarding/child protection and student behavior.	E E E E
Personal qualities	The ability to remain calm under pressure Professional dress Good attendance and punctuality	E E E



Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated October 2025.