

Job Advert

Job Title: Pastoral & Behaviour Support Manager (PBSM)

Location: Holy Trinity Church of England School, Crawley, UK

Position Type: Full-time, TTO including INSET days and 1 additional week 37 hours per week. Monday- Thursday 08:30-16:30, Friday 08:30-16:00

Salary: West Sussex Grade 7 Point 14 + Crawley Allowance.

Approx. Actual Salary: £25,930

Contract Type: Permanent

Start Date: AS SOON AS POSSIBLE

- Are you passionate about supporting young people to reach their full potential
- Do you want to work in a vibrant, multi-faith school community founded on dignity, community, wisdom, and hope?
- Are you a relational individual who excels at building trust and challenging students to flourish?

If so, then we want to hear from you!

About Holy Trinity Church of England Secondary School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a minibuss service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

We are seeking a Pastoral & Behaviour Support Manager (PBSM), who will provide pastoral and behavioural support to a given year group.

This post would be suitable for enthusiastic and dedicated person who is able to effectively communicate and build strong working relationships with both the students and staff. You will support communication with parents / families, and both monitor and respond to behaviour incidents, taking appropriate action.

Key Responsibilities:

- Commit to safeguarding and the promotion of welfare and equal opportunities amongst all students and colleagues
- Follow all of the policies and guidelines as set out by the school
- Carry out regular duties as per the duty rota
- Establish and maintain systems that support and improve the safeguarding and pastoral wellbeing of all students in the Year group including additional support where required
- Establish and maintain a fair, respectful, trusting, supportive and constructive relationship with all students in the Year Group
- Establish and maintain positive relationships with all parents and carers in the Year Group
- Support tutors in their provision of universal pastoral care to all students in the year group

Essential Qualifications and Experience

- Experience of working with young people in a pastoral or behaviour management role.
 - Diplomatic, discerning and able to deal with confidential information.
 - Understanding of safeguarding requirements and how to promote the welfare of children.
 - Able to build appropriate professional working relationships with children and adults.
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Why Join Us?

- **A Supportive Culture:** Work in an environment that values professional growth and collaborative teamwork.
- **Impact:** Play a pivotal role in shaping the future pathways of our students, from university to apprenticeships.
- **Values-Driven:** Be part of a team dedicated to dignity, belonging, and high expectations for every student.

How to Apply:

To apply, please complete the application form available on the website. This must be emailed to hr@holytrinitycrawley.org.uk by **9am on Monday 28th September 2026**. **Interview: TBC**

For further information about the role, please contact HR on the email provided above.

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.