

Job Description



Role:	Pastoral & Behaviour Support Manager (PBSM)
Salary:	WSCC Grade 7 Point 14 Plus Crawley Weighting. Full time equivalent £29,540. Actual Salary: Approx. £25,930.
Contract Type:	Permanent
Hours:	37 hours per week. Monday- Thursday 08:30-16:30, Friday 08:30-16:00 Full-time, TTO including INSET days and 1 additional week

Reporting to:	Pastoral Lead
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Provide Behavioural support to a given Year Group Provide pastoral support to a given Year Group Embody the Christian ethos and underpinning elements of the school.
General:	This generic job description is not intended to be comprehensive. Specified priorities will be agreed for individual members of staff with their Line Manager on an annual basis. Details of the initial focus will be given in the job details for the post. It will be reviewed annually but can be modified in the interim following negotiation.
Conditions of Service:	Reference should be made to the specific provisions referred to in this job description.

Key Accountabilities	Key Actions
<i>Meet the core professional standards as found in Keeping Children Safe in Education (reviewed annually)</i>	• 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

<i>Enable every student within your year group to have the capacity to achieve their full potential</i>	• 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
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<i>Enable every student in your year group to have the opportunity to achieve their full potential</i>	• Support a culture for learning at all times within the Year Group • Have high expectations of students including a commitment to ensuring that progress is positive and they can achieve their full potential • Monitor attendance and punctuality of all students in the Year Group, intervening where falling below expectations • Support communication with parents / families of students in a given year group • Both monitor and respond to behaviour incidents for your Year Group and take appropriate action
<i>Support the Year Leader in all aspects of their work</i>	• Ensure Group Leader has an accurate overview of the Year Group including providing regular tracking and analysis of relevant data as required to enable appropriate next steps to be taken • Provide support in all events that involve the Year Group
<i>Support the wider school community</i>	• Work as part of a pastoral team supporting across the Key Stage and school • Work with other Year Groups as and when required to ensure continuity of support for all students
<i>Additional Information</i>	To ensure consistent pastoral oversight and the delivery of timely support for students, the post-holder is required to be based on site during core school hours. The responsibilities of the post-holder will include but are not limited to, supporting student behaviour, delivering pastoral interventions, and responding promptly to situations as they arise. This continuous on-site presence is essential for maintaining continuity of care, safeguarding standards, and ensuring the safety and wellbeing of students.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

