

# Pastoral Manager

## Candidate Information Pack

**Closing Date: 12.00pm, Monday 28<sup>th</sup> September 2026**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Head of School

Dear Applicant,

Thank you for considering applying for the position at Conyers School and Sixth Form College. We are so very proud of our school and we are thrilled that you have taken an interest in being part of the team.

Conyers is a thriving and fully inclusive 11-18 comprehensive school, home to over 1300 students. We are proud of our strong, destination-driven curriculum, which enriches learning within and beyond the classroom. Our mission is simple: to provide every student with the opportunity to realise their potential, both professionally and personally, so they can secure meaningful destinations and positively contribute to the world they live in.

At Conyers, we aim for academic excellence through outstanding teaching and high expectations for all students. We celebrate achievement not only in examination results but also in the arts, sports, music, and drama, which play essential roles in our curriculum.

Our curriculum is founded on high expectations, strong values, and positivity, all underpinned by our principles: Ready, Respect, Safe. With a focus on perseverance, we help students build the resilience needed to navigate life challenges.

Our goal is to prepare students for an ever-evolving world. We aim to equip them to contribute as well-rounded, digitally resilient individuals. By fostering curiosity and reflection, we cultivate lifelong learners immersed in a rich, broad curriculum that expands their horizons and builds independence, determination, creativity, and confidence.

Our motto, 'through perseverance,' is at the heart of our community. It represents our commitment to kindness, mutual support, and environmental care. This ethos defines the Conyers culture we embrace every day.

We are excited to welcome an inspirational and passionate individual to join our dedicated staff, supporting exceptional outcomes and preparing students for life beyond school.

If our vision resonates with you, and you would like to join a truly exceptional team, we would be delighted to receive your application.

Thank you.

Chris Coleman  
Head of School

# Pastoral Manager

**Job Title:** Pastoral Manager

**Location:** Conyers School & Sixth Form (Yarm)

**Start Date:** As soon as possible

**Actual Salary:** £28,406 to £30,536 (Grade I, SCP 19 to 22)

**Hours of Work:** 37 hours per week, term time plus 10 days

**Contract Type:** Permanent

**Closing Date:** 12.00pm, Monday 28<sup>th</sup> September 2026

**Interviews:** Friday 6<sup>th</sup> October 2026

## About the Role

Join an exceptional team at Conyers, a thriving, positive school where your work makes a real difference to our young people and community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

As Pastoral Manager, you will play a vital role in supporting a year group, including:

- Being a role model in embedding our #WeAreConyers positive culture
- Rewarding success, hard-work and effort
- Tracking and supporting attendance
- Overseeing behaviour and pastoral care
- Working closely with parents, staff and external agencies to support success

We are looking for someone passionate about supporting young people and driven to help them achieve their best.

Come and be part of something special. At Conyers, we develop independent, determined students who are confident, creative, and empathetic. Together, we make a positive difference.

## Why work with us?

We value our staff and offer:

- A digitally innovative school with great facilities
- A collaborative and supportive team ethos across the school
- A strong focus on staff wellbeing, with events and activities throughout the year
- Opportunities to join fantastic trips and visits across the world
- A free iPad to support your role
- Free Microsoft Office 365 for personal use
- Membership of the Tyne & Wear Pension Fund Scheme

## About Us

We are Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

### **How to Apply**

Please make sure that the application form is completed and returned via email to [sharvey@conyers.org.uk](mailto:sharvey@conyers.org.uk) addressed to Mr C Coleman, Head of School.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

### **Safeguarding Notice**

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Conyers School and Sixth Form College is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

***Unfortunately, we are unable to accept applications from candidates who have applied within the last six months***

# Job Description

**Post Title:** Pastoral Manager  
**Grade:** Grade I (SCP 19–22)  
**Hours:** 37 hours per week (plus 10 additional days)  
**Responsible to:** Director of Student Development and Pastoral Care

## Job Purpose

The Pastoral Manager will lead and coordinate all aspects of support and guidance to ensure that students within the allocated year group achieve their full potential academically, socially, and emotionally. The role includes promoting a positive culture, supporting behaviour and attendance, and maintaining strong communication with students, parents, staff, and external agencies. On occasion, the postholder may be required to supervise a whole class in the short-term absence of a teacher, maintaining good order and ensuring students remain engaged in set learning activities.

## Key Responsibilities

- Create and maintain a positive, achievement-focused culture within the year group, promoting personal growth and supporting students in meeting academic and behavioural targets.
- Work closely with the SENCO to support students with Special Educational Needs, including overseeing their induction and monitoring progress.
- Lead year group assemblies and implement student monitoring systems such as daily reports, achievement tracking, target setting, and mentoring.
- Coordinate student and parent induction processes, ensuring a smooth transition and strong understanding of school routines, expectations, and support structures.
- Act as a key point of contact for parents regarding behaviour, attendance, welfare, and wellbeing; maintain strong, proactive communication at all times.
- Support students' mental health and emotional wellbeing, including making referrals to internal or external support services where appropriate.
- Manage behaviour across the year group, applying restorative approaches, liaising with stakeholders, and fostering positive interactions among students.
- Monitor and promote attendance and punctuality, working collaboratively with tutors and the Attendance Service and maintaining accurate records in line with DfE requirements.
- Facilitate student personal development opportunities, including themed days, charity initiatives, leadership activities, lunchtime clubs, and after-school programmes.
- Coordinate and supervise parents' evenings and other events involving parental or community engagement.
- Liaise effectively with teaching staff, curriculum leaders, feeder schools, admissions teams, and external agencies (e.g., social care, health services, police) to meet students' pastoral needs.
- Provide pastoral information, guidance, and support to tutors, promoting a cohesive and collaborative year group team.
- Monitor and analyse student data relating to progress, attendance, behaviour, and achievement, implementing targeted interventions where needed.
- Participate in pastoral team discussions and meet regularly with the Key Stage Leader to ensure alignment of year group strategies with whole-school priorities.
- Engage in the appraisal process, taking responsibility for ongoing professional development and contributing to the continuous improvement of pastoral provision.
- Ensure full compliance with statutory guidance including Keeping Children Safe in Education, as well as health and safety, safeguarding, equality, and diversity policies.
- Maintain up-to-date safeguarding training and integrate policy changes into daily practice.
- Support the wider school culture through duties, behavioural support systems, and overseeing readiness routines within the year group.

- Undertake any additional duties within the scope and grade of the role to support the effective running of the school's pastoral systems.

### **Safeguarding – Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

### **Special Conditions of Service**

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.
- The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to enhanced DBS disclosure.

### **Equal Opportunities**

- The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



# Person Specification

**Post title:** Pastoral Manager  
**Grade:** I (SCP 19-22)

|                                       | Essential                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable                                                                                                                                                                                                               |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and/or training</b> | <ul style="list-style-type: none"> <li>GCSE Grade 4 or above in English and Maths, or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Degree level qualification or equivalent</li> </ul>                                                                                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>Working with secondary aged children</li> <li>Mentoring children or adults</li> <li>Working in a confidential environment</li> </ul>                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Working in a school environment supporting teachers and/or pupils</li> <li>Working with professionals from a range of organisations</li> <li>Working with MIS systems</li> </ul> |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |
| <b>Skills and Knowledge</b>           | <ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Effective use of ICT</li> <li>Excellent presentation skills</li> <li>Mentoring skills</li> <li>Able to form effective relationships with groups of students</li> <li>Able to relate well to children and adults</li> <li>Able to lead meetings</li> <li>Able to resolve conflict</li> <li>Good listening skills</li> </ul> | <ul style="list-style-type: none"> <li>Able to offer any extracurricular activity to students related to an area of personal interest</li> </ul>                                                                        |
|                                       |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                         |
| <b>Personal Attributes</b>            | <ul style="list-style-type: none"> <li>Friendly &amp; approachable</li> <li>Flexibility</li> <li>Reliable and trustworthy</li> <li>Calm and diplomatic</li> <li>Able to work as part of a team and support the aims and vision of an organisation</li> <li>Able to motivate self and others</li> <li>Excellent attendance and punctuality record</li> </ul>                                                  |                                                                                                                                                                                                                         |

# How to Apply

Application forms and further details are available on the Trust's website –

[www.sparkeducationtrust.org.uk](http://www.sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [sharvey@conyers.org.uk](mailto:sharvey@conyers.org.uk), addressed to Mr C Coleman, Head of School.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12.00pm, Monday 28<sup>th</sup> September 2026**

**Interviews to be held: Friday 6<sup>th</sup> October 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

## Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.