STOKE PARK
SCHOOL

Pastoral Manager (Attendance)

Recruitment Pack



The Futures Trust
BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Sam Mohomed

Head of School



Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	PASTORAL MANAGER
OPPORTUNITY	We are seeking to appoint an excellent Pastoral Manager to work with colleagues ensuring that students make outstanding progress by identifying and removing barriers to learning and providing access to career opportunities You will be highly organised and adaptable professional who is able to work calmly under pressure, and to communicate effectively with students and internal and external stakeholders
REPORTING TO	Head of Year
LOCATION	Based at Stoke Park School with a requirement to travel to work at or for schools in the Trust.
SALARY	Grade 6 – £31,566 - £37,977 per annum 37 hours per week, 41 weeks per annum Mon – Thu: 8.00 am – 4.00 pm & Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements **www.thefuturestrust.org.uk/why-work-for-the-futures-trust**



Job Description

Job Purpose

To support the aims and objectives of the school and work with the Leadership Team to ensure that students make outstanding progress by removing barriers to learning.
To work with Trust colleagues with responsibility for careers to develop and deliver opportunities for learners.

Duties and responsibilities

Student progress

- Support students in their learning, and encourage positive attitudes and behaviour in and around school; assist in ensuring time spent during guided studies is constructive and well used.
- Assist in the transition arrangements from one key stage to another.
- Support the positive transition of students who arrive mid-year, liaising with the Head Teacher, parents, subject staff, tutors and other staff as appropriate and organising pupil support.
- To attend and support the organisation of Parents' Consultation and information evenings.
- Assist with the coordination, monitoring and evaluation of strategies to raise student attainment.

Student attendance

- Improve the attendance by running robust systems and intervening with key students.
- Monitor and run punctuality procedures that ensure tutors effectively tackle lateness to school.
- Monitor and reduce internal and external truancy through one-to-one intervention.
- Maintain accurate attendance records. Working with the attendance officer to ensure robust processes are in place.
- In the absence of the attendance officer ensuring all systems are updated in accordance with legal and statutory requirements
- Liaise with external agencies to work with hard to reach students, contributing to the alternative curriculum arrangements of disengaged students by mentoring, monitoring and, where necessary, visiting them in their placement.
- Liaise closely with parents of students with persistent absence to raise their attendance.
- Arrange meetings with parents and Family Hub workers to put in place strategies to reduce absence.
- Work with the Leadership Team to manage new admissions.
- Encourage and develop parental contacts with Tutors and others as appropriate.
- Monitor punctuality and attendance, liaising with tutors, the Year team, the Attendance Officer and subject staff as required and take any measures necessary to improve the attendance of the designated year group, including holding attendance reviews and rewarding good attendance through assemblies and other measures.

Behaviour and rewards

• Run effective behaviour systems that are clear and consistent.
• Work with support from the Year team and tutors to manage behaviour incidents.
• Liaise closely with parents regarding behaviour issues.
• Work proactively with the Year team to prevent issues occurring.
• Liaise with outside agencies to intervene in hard to reach families to remove barriers to learning.
• To promote a positive ethos by ensuring that rewards are prominent and regular and that parents are integral to the rewards system.
• Liaise with individual teachers, departments and faculties in relation to behaviour and learning of individual and groups of students.
• Promote student voice and get students actively involved in school life.
• Liaise with SENCO to remove barriers to learning for SEN students.
• Run intervention and reward strategies to improve behaviour in and around school.

Other

• To be the first port of call for Child Protection issues within the year group.
• To support and run staff training around safeguarding policies and procedures. Including CPOMS and safeguarding for new starter induction.
• To attend meetings, take minutes and type notes for safeguarding case work.
• Contribute to Common Assessment Framework Processes including identifying students causing concern, liaising with parents/carers, organising multi-agency meetings in school to support the student and attending focus group meetings and core group meetings, as appropriate, in liaison with appropriate staff in school and the named person for Child Protection
• Co-ordinate the personal education plans for Children Looked After (CLA).
• Liaise with the respective Head of Year on Personal, Social and Health education, including developing links with outside agencies.
• Attend briefings/meetings in accordance with the requirements of the year group.
• Contribute to the development and delivery of centralised Careers Network activities and services.
• Lead on Careers Network projects and service areas as directed by the Deputy Director or Director.
• Undertake other duties and responsibilities as directed by the Director and/or Year Leader
• Responsible and accountable for carrying out the duties of the post with due regard to the School's Equal Opportunities Policy.

Line management

• The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

• Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Pastoral Manager are up to date.
• Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• GCSE Maths and English at Grade C or above • A relevant degree level qualification or equivalent experience.	• Evidence of professional development in a relevant discipline e.g. coaching, mentoring	Application Form Certificates
SKILLS AND ABILITIES	• Able to follow the school's safeguarding procedure and recognise when to report any concerns • Able to engage learners and maintain discipline • Highly organised; can prioritise and work well under pressure • Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, parents and other professionals • IT literate including Microsoft word, excel and outlook • Able to be proactive, pre-empting student needs • Good listening and problem solving skills • Ability to deal with situations calmly and efficiently • Able to demonstrate empathy; to be supportive, patient and caring • Able to demonstrate a commitment to school improvement and raising achievement for all students • Able to build relationships with external agencies that can support the needs of learners • Able to work on own initiative, as a part of a team and liaise effectively with others		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES continued	• Able to understand curriculum content and make it accessible to students; explaining tasks simply and clearly and adapting resources • Able to work with guidance and under supervision, but also to demonstrate initiative in order to respond to a range of challenges • Able to maintain a consistently positive approach and give constructive feedback to students • Adapt to changing role requirements • Able to keep accurate written records and assist with monitoring and evaluation • Able to interpret and use written and numerical data • Able to devise and implement action plans for individual and groups of students • Able to adapt and modify materials and resources to make them accessible to students • Able to support the implementation of the school's Behaviour Policy • Able to maintain confidentiality and data security • Able to consistently produce high quality work		
EXPERIENCE	• A minimum of 2 years' classroom experience, or relevant work with young people in a field such as education, youth work, health and social work. • Providing individual support for children and young people		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• An excellent understanding of the needs and characteristics of young people • An appreciation of different learning styles associated with the development of young people and potential barriers to learning • A good understanding of opportunities beyond 16-18 education and the demands of this transition on young people. • Good understanding of the roles played by various adults in the education of young people • A sound knowledge of the nature of work undertaken by a Secondary School • An understanding of issues pertaining to safeguarding children and young people		Application Form Interview Test
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
Wednesday 9th December 2026

Interviews:
tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Stoke Pak School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.