



Position: Pastoral Manager

Salary/Hours: NJC scale 5 (points 12-17)
£27,722-£30,060 to NJC scale 6
(points 18-22) £30,559-£32,564
(dependant on knowledge, skills and
experience)

**Monday-Thursday 8am-4pm, Friday
8am-3.30pm**

Closing Date: 9am, Thursday 17th July 2025

Interview Date: Monday 21st July 2025



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a school that is proud to be part of our local community and we work hard to serve our local families. We are a happy and supportive team and we ensure that the well-being of all staff members is a priority.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average secondary school with approximately 1500 students currently on roll. Bexhill is a beautiful seaside town and is best known for the De La Warr Pavilion and being the home to the first British motor race.

We have recently been judged as 'Good' in all areas by Ofsted (June 2025). The school has undergone significant improvement in the last few years and is now in an excellent position to take this improvement to the next level. We have a team of hardworking, dedicated, caring, passionate and talented staff that are committed to Bexhill Academy being the best school it can possibly be. As a staff body we are aligned into providing the very best education and school experience for each and every one of our students. We have high standards throughout and ensure that there is clarity and purpose in everything that we do.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a healthcare scheme. The apartment with the Mulberry schools trust, which is a high performing Multi Academy Trust of schools that are based in London. This offers our staff excellent CPD opportunities and offers our students numerous exciting opportunities.

If you are an individual that will be committed to ensuring the best education and school experience for all students then we would love to hear from you.

We look forward to meeting you.



Dr Craig Neal
Headteacher

Job Advert

The Pastoral Manager (PM) of a Year group (approximately 300 students) at Bexhill Academy is a key role within the Year team structure. The PM works closely with the other members of the Year team: the Director of Year (SLT), Quality of Education Lead (SLT), Head of Year and Administrator, to ensure that students' wellbeing is supported and behaviour is of an exceptionally high standard. The PMs work to promote a positive learning environment by addressing student needs related to behaviour, attendance, social and emotional development, and safeguarding. The PM provides support, develops strategies, and collaborates with staff and external agencies to ensure students thrive both academically and personally.

In return, we can offer an environment where you will gain whole school experience and learn much on your journey .

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access the application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

Post: Pastoral Manager

Accountable to: Director of Year

Principal Accountabilities:

- **Safeguarding:**

Ensuring the safety and wellbeing of students, identifying potential safeguarding concerns, and collaborating with the Designated Safeguarding Lead (DSL) and the Year team to address them.

- **Record Keeping:**

Maintaining accurate and detailed records of safeguarding concerns, student interactions and interventions.

- **Student Support:**

Providing pastoral care and support to students, addressing their individual needs related to behaviour, attendance, and social-emotional development.

- **Intervention and Support:**

Developing and implementing individualised intervention plans for students with specific needs, monitoring their progress, and providing support to help them overcome barriers to learning.

- **Behaviour Management:**

Implementing behaviour policies consistently to promote positive behaviour in the Year group.

- **Collaboration:**

Working closely with the Year team, teachers, inclusion team, other support staff, parents, and external agencies to provide a holistic approach to student support.

- **Promoting Positive Culture:**

Contributing to a positive and inclusive school culture that values every student and supports their holistic development.

- **Mentoring:**

Establishing and maintaining positive mentoring relationships with students to help them engage, motivate, and remove barriers to learning.

- **Communication:**

Effectively communicating with students, parents, and staff regarding student progress, concerns, and support strategies.

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and

the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Knowledge and Experience	<p>Experience of working with young people, ideally in an educational setting.</p> <p>Knowledge of child protection procedures and safeguarding.</p> <p>Proven experience of handling sensitive data and situations with confidentiality.</p>	<p>Experience of working with parents/carers and outside agencies.</p> <p>Understanding of youth culture and emotional/educational needs of young people.</p> <p>Full working knowledge of relevant policies, codes of practice, and general awareness of relevant legislation.</p> <p>Understanding of national picture around attendance, wellbeing, and pastoral themes.</p>

<p>Skills & Abilities</p>	<p>Excellent interpersonal and communication skills, with the ability to relate to people on all levels with sensitivity, tact, and diplomacy.</p> <p>Ability to establish rapport and build trusting relationships with students, parents, and staff.</p> <p>Ability to work calmly under pressure and adapt to changing situations.</p> <p>Strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.</p> <p>Ability to analyse data and produce reports.</p> <p>Ability to work as part of a team and independently.</p> <p>Proficiency in using IT for recording, monitoring, and reporting.</p> <p>Ability to identify potential issues, analyse them, and make recommendations.</p>	<p>Ability to develop effective relationships with external agencies.</p>
<p>Attitude and Approach</p>	<p>Enthusiasm, flexibility, and a positive attitude.</p> <p>High level of personal and professional integrity.</p> <p>Commitment to the safety and welfare of students.</p> <p>A positive role model for young people and colleagues.</p> <p>A "can-do" approach with colleagues and students.</p> <p>Willingness to undertake training and develop professionally.</p>	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills

such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.