

JOB DESCRIPTION

Post Details

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.