Bridge Academy Trust

The Ramsey Academy

# Job Description & Person Specification

## Pastoral Manager

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| **Job Title:** | Pastoral Manager |
| **Scale:** | Scale 7 |
| **Responsible to:** | Deputy Headteacher |
| **Responsible for:** | N/A |

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| **Job Purpose:** | To provide leadership and support for the pastoral care of students, ensuring their well-being, safety, and personal development. Play a key role in fostering a positive and inclusive school environment where every student feels supported and able to achieve their full potential. |
| **Duties & Responsibilities:** | • Work closely with students to address pastoral needs, providing guidance and support for their emotional, social, and behavioural development.<br>• Be a point of contact for students experiencing difficulties, offering a listening ear and effective strategies to cope.<br>• Liaise with parents and guardians to address concerns related to students' well-being or behaviour.<br>• Maintain strong communication channels to ensure collaboration between home and school.<br>• Implement and uphold safeguarding policies, ensuring all concerns are reported and managed effectively.<br>• Monitor students identified as vulnerable, providing additional support where necessary.<br>• Work with teaching staff to support positive behavior strategies and interventions.<br>• Manage and resolve conflicts or issues involving students, promoting restorative approaches.<br>• Track and address student attendance, working with families and external agencies to ensure regular school attendance.<br>• Assist in implementing attendance improvement plans for students at risk of poor attendance.<br>• Organise initiatives and activities to promote student well-being, such as mental health workshops and peer mentoring programs.<br>• Create and maintain a school culture that values respect, diversity, and inclusion.<br>• Conduct and support home visits, on occasion where deemed necessary. |
| **General:** | • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. |

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| | • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.<br>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.<br>• Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.<br>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September. |

## PERSON SPECIFICATION

| Criteria | Qualities | Essential/ Desirable |
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| Qualifications & Training | • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths. | • E |
| Knowledge & Experience | • Experience working in a school environment or other educational setting.<br>• Experience working with children / young people with additional needs (e.g., SEND, behavioural, mental health).<br>• Experience supporting and working with parents of young people with additional needs.<br>• Experience planning and delivering targeted interventions.<br>• Experience working with colleagues and external stakeholders (e.g., from external agencies). | • D<br>• E<br>• E<br>• E<br>• E |
| Skills and attributes | • Strong interpersonal and communication skills, with the ability to build trust and rapport with students, staff, and parents/carers.<br>• Ability to handle sensitive situations with discretion, empathy, and professionalism.<br>• Excellent organisational skills and the ability to prioritise tasks under pressure.<br>• Competence in using relevant IT systems for record-keeping and communication.<br>• Understanding of attendance monitoring and strategies to improve attendance.<br>• Knowledge of available support services in the local area.<br>• Safeguarding knowledge of children and young people. | • E<br>• E<br>• E<br>• E<br>• E<br>• E<br>• E |
| Personal qualities | • A calm and approachable demeanor, even in challenging situations.<br>• High levels of emotional intelligence, patience, and resilience.<br>• A proactive and solution-focused mindset. | • E<br>• E<br>• E |

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| | • Commitment to promoting inclusivity, diversity, and respect within the school community.<br>• Upholds and promotes the ethos and values of the school.<br>• Maintains confidentiality at all times. | • E<br>• E<br>• E<br>• E |
| Other | • Committed to equality and diversity.<br>• Commitment to own continuous personal and professional development.<br>• Committed to our Health and Safety policies and procedures.<br>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.<br>• Committed to safeguarding and promoting the welfare of children and young people. | • E<br>• E<br>• E<br>• E<br>• E |

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.