

The Bishops' Blue Coat CE High School



**Post of: Pastoral Support Manager and
Designated Deputy Safeguarding Lead**

Application Pack

Full time Permanent

37hrs per week / 39 weeks per year – term time only

Grade 8 (pt 23 -28) £34,701 - £39,486

(Pro rata £29,941 - £34,069)

Required June 2026



**Closing date:
Monday 20th April at 9am**

**Interview date:
Monday 27th April**

www.bishopschester.co.uk/careers-vacancies

The Bishops' Blue Coat CE High School



Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to vacancies@bishopschester.co.uk by the closing date.



Helen Cairns
Headteacher



The Bishops' Blue Coat CE High School



Our Mission

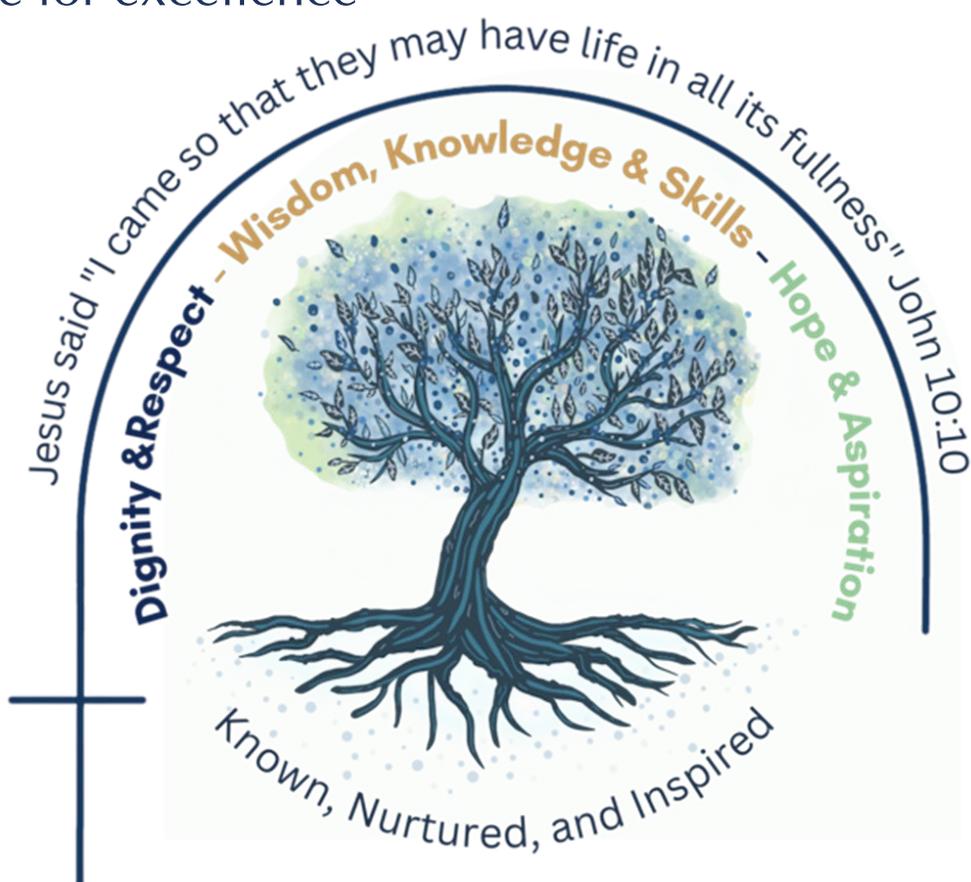
We are a Christian, non-selective and inclusive 11-18 academy

We are small enough to know everybody, whilst being able to offer a broad curriculum and a range of opportunities that develop talents and abilities to the full.

We aim to maintain long term financial and environmental sustainability and be a positive force in the community

We support students to achieve exam results of which they and their families are proud and in turn prepare students for their chosen next steps

We strive for excellence



The Bishops' Blue Coat CE High School



VACANCY

PASTORAL SUPPORT MANAGER & DDSL

37hrs per week / 39 weeks per year – term time only

8.30am-4.30pm Monday – Thursday, 8.30am-4.00pm Friday

Grade 8 (pt 23 -28) £34,701 - £39,486 (Pro rata £29,941 - £34,069)

Permanent Contract

Plus membership of the Local Government Pension Scheme

Required June 2026

We wish to appoint a resilient, confident and consistent individual to our Pastoral Team. This role will lead a team of Pastoral Support Officers providing strategic direction and oversight of pastoral care provision. The postholder will have a strong leadership dimension, managing, mentoring, and developing the team to ensure consistent and effective support for students. Strong interpersonal skills are crucial, alongside experience of safeguarding work in a school context.

The Bishops' Blue Coat CE High School is a high achieving and forward-thinking school, which is oversubscribed and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment.

If you are interested in this post then please complete a Support Staff Application form, available from our website and submit along with a letter of application by **Monday 20th April**.

Interviews are scheduled for **27th April 2026**.

Should you have any queries regarding the role please contact vacancies@bishopschester.co.uk

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

JOB DESCRIPTION

PASTORAL SUPPORT MANAGER & DDSL

ROLE: PASTORAL SUPPORT MANAGER & DDSL

JOB PURPOSE

To champion the wellbeing, dignity and flourishing of vulnerable students and their families, rooted in the school's Christian ethos of compassion, service and hope. In line with the School Improvement Plan priority to nurture an inclusive learning environment that deepens a sense of belonging for all, this role co-ordinates effective, trauma-informed support through strong, relational partnerships with students, parents, staff and external agencies, ensuring safeguarding practices are responsive, restorative and child-centred.

To provide a complementary pastoral provision that strengthens connection, belonging and emotional safety, particularly for our most vulnerable learners. Through targeted and universal support, the role enables pupils to build trust, develop self-worth and engage positively with learning, leading to improved outcomes and life chances.

The role also actively upholds and reinforces the school's systems, routines and high expectations, recognising that consistency, clarity and relational practice work together to create a safe, inclusive and purposeful environment in which all students can thrive.

SPECIFIC RESPONSIBILITIES DDSL

- Fulfil the role of the Deputy DSL; seek advice and guidance from the DSL and SCiE team (and other relevant agencies) to ensure that the school complies with the relevant policies and guidance and is fulfilling its role in safeguarding the young people in its care.
- Implement the school's Safeguarding and Child Protection Policy and Procedures in line with national, statutory and school requirements, working with the Designated Safeguarding Lead (DSL) to monitor and review safeguarding procedures and policies to ensure they are updated and provide best practice.
- Take the lead to coordinate the multi-agency approach as a preventative measure to tackle and address child protection issues; attend and participate in Child Protection Conferences, planning and review and TAF meetings within and outside normal working hours where necessary.
- Responsible for training all school staff (both teaching and support staff) in Safeguarding and Child Protection issues on an ongoing basis, ensuring all new legislation is integrated into current working practices and procedures.
- Undertake appropriate external training on Safeguarding and Child Protection and remain well informed of current procedures and best practice as stated in "Keeping Children Safe in Education" and "Safer Working Practices for Adults who Work with Children and Young People in Education Settings".

JOB DESCRIPTION

PASTORAL SUPPORT MANAGER & DDSL

SPECIFIC RESPONSIBILITIES PASTORAL MANAGER

- To manage a team of pastoral support officers and provide support and supervision for them to undertake their roles and responsibilities as stated in their job description.
- To lead and manage the pastoral hub, ensuring it is an inclusive and equitable environment, with a team whose values, attitudes and relational practice create a positive ethos that meets the pastoral needs of all students.
- Track and monitor the delivery and impact of interventions implemented by the team to ensure they have maximum impact enabling the young person to be safe, happy and successful.
- Communicate regularly with wider stakeholders and nurture good relations and effective dialogue between parents and teachers about a young person's progress and well-being.
- Maintain detailed, accurate, confidential and up-to-date records on all cases of safeguarding and child protection, maintaining confidentiality at all times in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines.
- Work closely with the Attendance Officer in charge of attendance to deal with attendance issues in relation to young people with whom there is a safeguarding concern.
- To lead and manage the effective completion of Personal Education Plans (PEPs) for looked-after children, ensuring the team delivers these to a high standard and within agreed timescales.

GENERAL RESPONSIBILITIES

- To encourage positive attitudes and behaviour for learning in and around school by, work with pupils and staff to reintegrate pupils back into the classroom.
- To monitor attendance for allocated year groups, including attending meetings with parents, students and Senior Leader responsible for attendance to resolve matters of attendance.
- To help remove welfare barriers to learning, enable students to make at least expected progress.
- To enforce expectations and be a point of referral with regard to uniform, attendance, punctuality and respectful behaviour.
- To be involved with Assemblies, Tutor Time and support worship as applicable.
- To attend case conferences, including Child Protection Case Conferences and other meetings with internal and external agencies with regard to students in allocated year groups.
- To attend where necessary TAF meetings and other meetings with internal and external agencies.

JOB DESCRIPTION

PASTORAL SUPPORT MANAGER & DDSL

- To organise and attend meetings and reviews as necessary, contacting parents as required.
- To build relationships with parents and resolve issues, liaising with external agencies as directed.
- To be alerted to safeguarding issues, log and pass on concerns as appropriate.
- To deal with issues sensitively and maintain confidentiality where appropriate.
- To work both independently and as a member of a strong, cohesive and supportive team.
- To undertake record keeping and administrative work associated with the above.
- To actively use SIMS, CPOMS and IRIS to ensure meticulous record keeping.
- To assist with the On Call and other rotas as required.
- To lead interventions with individuals and groups of students to improve pastoral and academic outcomes.
- Supervision of students at lunchtime as part of staff duty rota and occasionally at other times as required.
- Provision of first aid assistance (training will be provided if required).

SCHOOL ETHOS

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote and support the worship life of the school and to support the spiritual, moral and cultural development of students.
- To promote actively the school's policies including Equal Opportunities, Anti-bullying, Behaviour for Learning, Safeguarding.

Notwithstanding the detail in this job description, in accordance with the school's flexibility policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

CLOSING DATE

9am on
Monday 20th April

PERSON SPECIFICATION

PASTORAL SUPPORT MANAGER & DDSL

CRITERIA	ESSENTIAL REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none"> • Good level of education • GCSE English and Maths Grade C or above or equivalent • Right to Work in UK
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Experience of safeguarding, working with young people in education, social work, youth work or any other related area of work. • Knowledge of various intervention strategies of benefit to the welfare and development of young people • Experience of establishing effective relationships with children, young people and their families and the wider community the school serves. • Experience of working in a multi-agency environment. • Experience of managing child protection cases and investigations. • Knowledge of the social, emotional and mental health needs of young people. • Experience of contributing to the development of policies and procedures.
ABILITIES AND SKILLS	<ul style="list-style-type: none"> • ICT competent and conversant with the Microsoft Office suite of applications • Excellent communication skills, written and verbal. • Capable of relating to children, young people, their parents, carers and professional staff at all levels. • Work well as part of a team to reach agreed targets and outcomes for children / young people. • Strong problem solving and analytical abilities. • Able to balance competing priorities, work on own initiative and to tight deadlines. • Proven ability to write reports, summarise clearly and concisely and articulate concepts and proposals • Ability to work with a wide range of adults including teachers, parents and carers.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Support the school's Church ethos • Have commitment to achieving the highest standards possible for students • Excellent communicator • Have a good record of attendance and punctuality • Be able to work under pressure • Be willing to take on additional responsibilities as delegated • Have excellent interpersonal skills • Have ambition and desire to achieve excellence • Effective team member

PERSON SPECIFICATION

PASTORAL SUPPORT MANAGER & DDSL

CRITERIA	ESSENTIAL REQUIREMENTS
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Enhanced DBS Disclosure • Enthusiasm for working in an educational environment that challenges and seeks the best for our students. • Resilient, helpful, positive, calm and caring supportive nature. • Motivation, personal confidence, leadership and negotiation skills. • A good listener who can effectively build relationships with colleagues, students, parents and other third parties. • A high level of self-awareness and an aptitude for conflict resolution and for dealing with sensitive issues with integrity. • The confidence and good judgement to manage situations relating to poor conduct / behaviour of others towards a child / young person. • Willing to challenge opinion where necessary and to drive the child protection agenda. • Always maintain confidentiality and discretion. • To be an advocate for Children who are Looked After and young people in need of additional support

CRITERIA	DESIRABLE REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none"> • Training relevant to role including Safeguarding, Mental Health First Aid Training, New Ways of Working/Trauma Informed Practice • Degree Level or equivalent • First Aid Qualification
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of medical issues and personal choices relating to young people in the following areas: healthy eating; eating disorders; drugs, smoking and substance abuse; behaviour; sexual health; personal image • Experience of working in a similar role

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: [Safeguarding Policy](#)

APPLICATIONS

PASTORAL SUPPORT MANAGER & DDSL

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

The Interview

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to apply

Please download a Support Staff Application Form Application form via our website www.bishopschester.co.uk/careers-vacancies . Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to vacancies@bishopschester.co.uk

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

FAO Vacancies

The Bishops' Blue Coat CE High School
Vaughans Lane
Chester
CH3 5XF
01244 313806

APPLICATION DEADLINE

**9am on
Monday 20th April 2026**

MORE INFORMATION

PASTORAL SUPPORT MANAGER & DDSL

References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

APPLICATION DEADLINE
9am on Monday 20th April 2026

Jesus said "I came so that they may have life in all its fullness" John 10:10

Dignity & Respect

Wisdom, Knowledge & Skills

Hope & Aspiration



Known, Nurtured, and Inspired

