

### **Welcome from the Headteacher**

Dear Prospective Applicant,

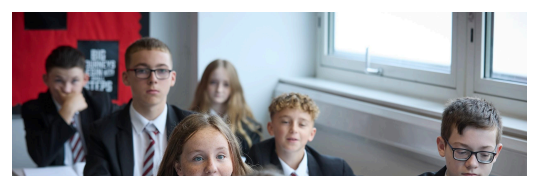
Thank you for your interest in the role of Pastoral Student Manager at Harefield School. This is a significant opportunity in a thriving school committed to academic excellence, inclusive education, and the holistic development of every student.

Harefield School is a place where staff are empowered to innovate, lead, and grow professionally. We are passionate about providing a learning environment where students are challenged and inspired by the teaching they receive and supported to become confident, capable, and curious learners.

I wish you the very best in your application and look forward to potentially welcoming you to our talented and committed team.

Warm regards,  
Salma Riley

**Headteacher**



**The Role: Fixed-Term Maternity Cover / Full-time (Term Time plus Inset Days) Pastoral Student Manager & DDSL (Non-Teaching)**

**Salary:** SO2 Point 28 (Outer London Weighting)

**Contract:** Full time (Fixed Term 1 Year)

**Start Date: To Be Negotiated 2026**

We are seeking an experienced, highly effective and proactive Pastoral Student Manager to join our secondary school leadership team. This is a senior pastoral role requiring an accomplished professional with a proven track record of leading pastoral provision, managing complex student needs, and driving improvements in behaviour, attendance, safeguarding and student wellbeing.

As part of this maternity cover role, the successful candidate will also undertake the responsibilities of Whole School Deputy Designated Safeguarding Lead (DDSL), working alongside the Designated Safeguarding Lead to ensure the highest standards of safeguarding practice across the school.

The successful candidate will be an outstanding communicator and leader, capable of building strong relationships with students, families, staff and external agencies whilst maintaining high expectations and ensuring that every student is able to thrive academically, socially and emotionally.

**Main Purpose of the job:**

To lead and manage the pastoral provision for an allocated Key Stage/Year group, working strategically alongside the Head of Key Stage and Assistant Headteacher (Pastoral) to secure outstanding outcomes for students.

The postholder will lead on behaviour, attendance, safeguarding and student welfare, ensuring that barriers to learning are identified and addressed through effective intervention, robust safeguarding practice and strong partnership working with families and external agencies.

As Whole School Deputy Designated Safeguarding Lead, the postholder will play a significant role in safeguarding across the school, ensuring statutory responsibilities are fulfilled and safeguarding remains at the heart of the school's culture.

Responsible to: (Assistant Headteacher: Pastoral)

**Student Welfare and Pastoral Leadership**

- Provide proactive support for students with social, emotional, or behavioural needs to ensure full access to the curriculum.
- Work directly with students, offering mentoring, guidance, and support on a one-to-one or small group basis.
- Support students' personal development, resilience, and independence.
- Act as a key point of contact for vulnerable students and those with emerging or ongoing wellbeing concerns which include safeguarding.
- Assist in the development and implementation of individual pastoral plans and behaviour support strategies.

### **Behaviour and Attendance Management**

- Support the implementation of the school's Behaviour for Learning Policy.
- Contribute to a positive school climate through implementation of behaviour strategies.
- Carry out lesson checks, corridor monitoring, and reintegration meetings following exclusions or suspensions.
- Monitor and analyse daily attendance, punctuality, and behaviour data for the key stage; liaise with attendance officers and Heads of Key Stage to address concerns.
- Hold students to account through restorative practice, reintegration meetings and behaviour reviews following suspensions.
- Work collaboratively with leaders, teachers and families to improve attendance and reduce persistent absence.
- Coordinate interventions for students requiring behaviour contracts, report cards and additional pastoral support.

### **Leadership, Communication and Partnership Working**

- Work closely with the Head of Key Stage to ensure timely communication with parents/carers regarding pastoral or behavioural concerns.
- Lead communication with parents and carers regarding complex pastoral, behavioural and safeguarding matters.
- Chair and contribute to multi-agency meetings, pastoral reviews, reintegration meetings and case conferences.
- Liaise with external agencies (e.g. CAMHS, Social Services, Youth Offending Teams) and attend multi-agency meetings as required.
- Work strategically with Heads of Key Stage, senior leaders and teaching staff to ensure consistent pastoral practice across the school.
- Provide professional challenge where appropriate to secure the best outcomes for students.
- Contribute to the continuous development of pastoral systems, policies and procedures.
- Communicate effectively with teaching and support staff to ensure all are aware of students' pastoral needs and interventions.

### **Safeguarding and Student Records**

- Act as Whole School Deputy Designated Safeguarding Lead, deputising for the Designated Safeguarding Lead when required.
- Manage safeguarding concerns, referrals and casework in line with statutory guidance and school policy.
- Work closely with Children's Social Care, Early Help, CAMHS and other external agencies to coordinate effective safeguarding support.
- Maintain accurate safeguarding records using the school's safeguarding management system.
- Deliver safeguarding training and updates to staff, ensuring safeguarding priorities are understood and concerns are appropriately reported.
- Promote a strong culture of safeguarding, ensuring safeguarding remains everyone's responsibility.

### **Support for Students and the School**

- Assist in the induction of new students and facilitate smooth transitions across key stages or year groups.

- Organise and deliver intervention programs for students at risk of underachieving or disengagement.
- Support the running of detentions and restorative conversations.
- Provide supervision during unstructured times (e.g. break, lunch, transitions).
- Support the delivery of PSHE where appropriate
- Assist in the preparation of reports and documents for internal and external use (e.g. Ofsted, governors, parents).
- Supervise and manage inclusion provision when necessary.

### Administration and Event Support

- Support with the organisation and running of events such as parents' evenings, academic review days, medicals, and school photos.
- Support with internal and external examinations including invigilation and exam access arrangements if trained.
- Undertake general administrative tasks related to pastoral provision, including compiling data reports.

### Other Duties

Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Headteacher or Governors in accordance with the changing needs of The School.

### Person Specification

Criteria	Essential	Desirable
Significant experience of leading pastoral provision within a secondary school or educational setting.	✓	
Proven experience of managing complex pastoral, behaviour, attendance and safeguarding cases.	✓	
Experience as a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).	✓	
Thorough understanding of statutory safeguarding guidance, including <i>Keeping Children Safe in Education</i> and <i>Working Together to Safeguard Children</i> .	✓	
Experience of leading multi-agency working and liaising effectively with Children's Social Care, Early Help, CAMHS and other external agencies.	✓	
Experience of leading interventions that improve behaviour, attendance and student outcomes.	✓	
Experience of managing students with social, emotional and mental health (SEMH) needs, challenging behaviour or additional learning needs.	✓	
Experience of coaching, advising or delivering training to staff on pastoral or safeguarding matters.	✓	

Excellent verbal and written communication skills.	✓	
Confidence in managing challenging conversations with parents, carers and external professionals.	✓	
Excellent interpersonal, leadership and problem-solving skills.	✓	
Ability to make sound professional judgements and remain calm under pressure.	✓	
Experience of using school management and safeguarding systems (e.g. SIMS, Bromcom, CPOMS or MyConcern).	✓	
Strong IT, organisational and data analysis skills.		✓
Ability to work independently, prioritise workload and lead key areas of responsibility.	✓	
Commitment to continuous professional development.	✓	
A positive role model who upholds high standards and promotes the school's values.	✓	

### Application Process

Apply on Mynewterm.

**Please Note:** CVs alone will not be accepted. We do not accept agency applications.

If you'd like to arrange a visit to see Harefield in action or speak to a member of the senior leadership team, please contact us. We'd love to meet you.