



PENNY FIELD SCHOOL

Job Description

Job Title:	Pastoral Manager
Job Reference No.:	Penny Field School, LS6 4QD
Salary Scale:	PO1 (SCP 27-30) (subject to formal evaluation)
Hours of work:	37 hours a week, term time, plus 5 days
Responsible to:	Headteacher / Assistant Headteacher

Purpose of the Role

The Pastoral Manager is part of our Senior Leadership Team and works closely with pupils, families, and outside agencies to form trusting relationships built on our core ethos of Unconditional Positive Regard.

Beyond day-to-day operations, the Pastoral Manager will lead strategic threads of the school development plan and line manage the Intervener and Educare teams.

This is a high-profile, vital role focused on leading and coordinating safeguarding, family liaison, and attendance systems.

Key Responsibilities

1. Pastoral Leadership & Wellbeing

- Lead the day-to-day operational support for student health, wellbeing, and behaviour regulation.
- Model expert practice for the staff team and deliver training on various aspects of safeguarding, health and safety.
- Coordinate and liaise with medical professionals (Nurses/Physiotherapists/Speech and Language Therapists/ Occupational Therapists) to ensure the needs of the pupils are managed and supported.
- Attend to pupils' personal needs and provide advice to assist in their social, health, and hygiene development.

2. Safeguarding & Child Protection

- Act as a **Deputy Designated Safeguarding Lead (DDSL)**, investigating concerns and making referrals to appropriate agencies, such as social care.
- Maintain high-level awareness of students with Child in Need (CiN) or Child Protection (CP) status and fully participate in meetings.



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- Lead on Early Help support for pupils and families.
- Share appropriate and relevant information to professionals and for various meetings. Record and action next steps as needed.
- Maintain and develop school safeguarding systems in line with local LSCP guidance, legal requirements and best practices.
- Deliver safeguarding training, support, and advice to the staff team.

3. Training Oversight & Compliance

- Act as the strategic lead for the scheduling and delivery of all mandatory Safeguarding staff training.
- Safeguarding Records: Ensure all staff have completed current Safeguarding and Prevent training; maintain the safeguarding training log to ensure 100% compliance.
- Health & Safety Training: Oversee and log essential H&S training, including but not limited to:
 - Positive Moving and Handling / Team Teach.
 - First Aid and Emergency Medication administration.
 - Fire Safety and Risk Assessment awareness.
- Audit Readiness: Maintain a rigorous, up-to-date training matrix/log to provide evidence for internal audits and external inspections.

4. Attendance & Data Management

- Lead daily attendance checks and monitor trends using school software (e.g., CPOMS, Arbor).
- Conduct home visits or welfare checks for persistently absent students. Report any pupils who are identified as NEET to the Local Authority.
- Produce detailed analysis and reports for the Senior Leadership Team regarding pastoral trends and intervention impacts.

5. Stakeholder & Multi-Agency Liaison

- Serve as the primary professional contact for parents regarding health, emotional or behavioural concerns.
- Lead on pupil transitions into and out of the school, ensuring vital information is shared between settings.
- Prepare reports for and represent the school at Annual Reviews, Team Around the Child (TAC), and Core Group meetings.