

Pastoral Leader Recruitment Pack





WELCOME

We are seeking to appoint a passionate, dedicated and highly motivated Pastoral Leader to join our team.

The successful candidate will play a key role in ensuring that all pupils are safe, supported and able to thrive both academically and personally. They will lead the school's pastoral provision, working closely with pupils, families, staff and external agencies to remove barriers to learning and improve outcomes for children.

The role has a strong focus on attendance, behaviour, wellbeing and family support, ensuring that vulnerable pupils receive the right support at the right time.

For candidates with appropriate experience, there may be opportunities to undertake additional safeguarding leadership responsibilities, including acting as Deputy Designated Safeguarding Lead or Safeguarding Lead.

RICHARD WHITTINGTON

We believe that children thrive through ambition, collaboration and challenge. As a school community, we strive to be the best that we can be by working together, collaborating with other schools and looking outwardly to develop best practice.

Within a caring and nurturing environment, we support each other to be happy, to learn from our mistakes and to engross ourselves in challenging and engaging opportunities.



“Pupils respond well to their teachers’ high expectations of learning and behaviour. They are keen to learn because teachers plan interesting and exciting learning activities for them. Pupils model the school’s values, including ‘wanting to do the best you can in everything you do’. They share their ideas with, and listen respectfully to, other pupils.”

~ Ofsted, November 2019

Aspire
Care and Respect
Collaborate
Question and Reflect

KEY INFORMATION

Age range:

3 - 11

Location:

Bishop's Stortford, Herts

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

288

Children eligible for FSM:

15.6%

2025 KS2 results:

80% achieved expected
standard (combined)

Ofsted:

Good, November 2019



“Pupils enjoy attending Richard Whittington Primary School. They are happy, safe and well cared for. Pupils, parents and carers confirm this. Pupils get on well with their classmates, their teachers and other staff. Pupils speak confidently about how adults help them.”

~ Ofsted, November 2019

Our Values

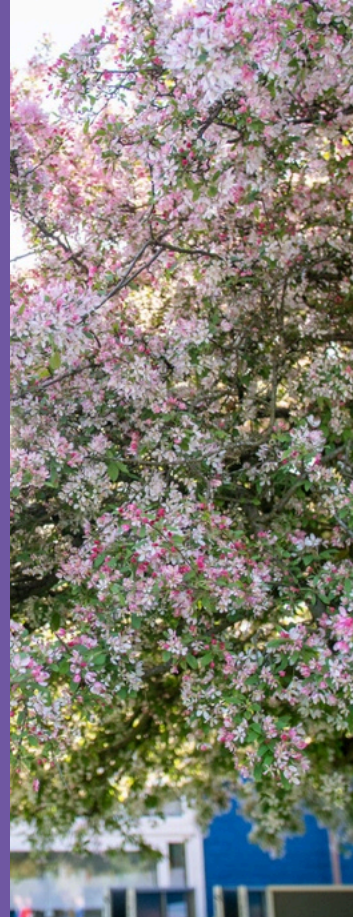
Ivy is a charity and our purpose is to provide education for the public benefit.

At Ivy, we make it easy to make a difference:

 Easier to Learn.

 Easier to Teach.

 Easier to Lead.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Main Duties and Responsibilities:

Pastoral Support

- Lead and coordinate pastoral support for pupils across the school.
- Identify pupils who would benefit from additional pastoral intervention and support.
- Develop and implement individual support plans for pupils experiencing barriers to learning.
- Provide mentoring and pastoral support for vulnerable pupils.
- Support pupils through periods of transition, including admissions, transfers and reintegration.
- Promote positive mental health, wellbeing and resilience.
- Oversee pastoral provision during break and lunchtime periods, ensuring pupils are safe, engaged and supported.
- Coordinate enrichment and structured activities during social times.
- Promote and support the school's wellbeing, mental health and Healthy Schools agenda.

Attendance

- Monitor attendance and punctuality across the school.
- Identify patterns of absence and implement timely interventions.
- Work closely with families to improve attendance and remove barriers to regular school attendance.
- Liaise with the Local Authority Attendance Service and other agencies where appropriate.
- Maintain accurate attendance records and provide attendance reports to leaders and governors.
- Promote a culture of excellent attendance across the school community.

Behaviour Support

- Support the implementation of the school's behaviour policy.
- Work with staff to identify and support pupils displaying challenging behaviour.

JOB DESCRIPTION

- Develop and monitor behaviour support plans where appropriate.
- Promote positive behaviour, self-regulation and emotional wellbeing.
- Monitor behaviour trends and contribute to whole-school behaviour improvement strategies.

Family Support

- Build positive relationships with parents and carers.
- Act as a key point of contact for families requiring additional support.
- Signpost families to relevant services and support networks.
- Support families in accessing wider opportunities and services available within the community.
- Work collaboratively with parents to improve outcomes for pupils.

Safeguarding

- Be fully committed to safeguarding and promoting the welfare of children.
- Work in line with statutory safeguarding guidance and school policies.
- Support the Designated Safeguarding Lead (DSL) in safeguarding duties as required.
- Maintain accurate and confidential records using CPOMS.
- Attend safeguarding and multi-agency meetings when required.
- Share concerns promptly and contribute to safeguarding plans and interventions.

Multi-Agency Working

- Develop effective partnerships with external agencies and professionals.
- Liaise with social care, health professionals, attendance services and other agencies as required.
- Support children in receipt of Early Help, Child in Need and Child Protection plans.
- Ensure pupils and families access appropriate support services.

JOB DESCRIPTION

Administration and Reporting

- Maintain accurate records of interventions, meetings and outcomes.
- Produce reports and information for senior leaders and governors.
- Monitor the impact of pastoral interventions and contribute to school improvement priorities.
- Ensure all records are maintained in accordance with GDPR and safeguarding requirements.
- Provide safeguarding, behaviour and attendance reports to senior leaders and governors as required.

General Responsibilities

- Uphold and promote the values and ethos of the school.
- Contribute to the wider life of the school.
- Participate in relevant professional development.
- Undertake any other duties appropriate to the grade and nature of the post as directed by the Headteacher.

This job description is not exhaustive and the post holder may be required to undertake other duties commensurate with the grade of the post, as reasonably requested by the Headteacher.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding procedures.

Additional Information

For suitably experienced candidates, there may be the opportunity to undertake additional safeguarding leadership responsibilities, including acting as Deputy Designated Safeguarding Lead (DDSL) or Safeguarding Lead (DSL).

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Experience	GCSE English and Maths (Grade C/4 or above)	Relevant pastoral, safeguarding or family support qualification
Experience	Working with children and families	Experience in a school setting
	Supporting vulnerable pupils Working with external agencies	Experience of attendance improvement work
	Experience supporting children with social, emotional or behavioural needs	Leading behaviour interventions or behaviour systems
	Maintaining confidential records	Experience of safeguarding case management
Knowledge	Understanding of barriers to learning	Knowledge of attendance legislation and guidance
	Understanding of safeguarding responsibilities	DDSL or DSL training
Skills and Abilities	Excellent communication and interpersonal skills	Experience using CPOMS
	Ability to build positive relationships with pupils and families	Experience delivering parent workshops or family support programmes
	Strong organisation and recordkeeping skills	Data analysis and reporting skills
Personal Qualities	Compassionate, resilient and approachable	Ability to lead aspects of whole school pastoral provision
	Committed to inclusion and high expectations for all pupils	

DETAILS AND TIMELINE

Contract Type:

Permanent, Part-Time
32.5 Hours Per Week
44.1 Weeks Per Year

Salary:

£27,254 - £37,280 (FTE)

Closing Date:

21 June 2026

Our Policies:

 [Privacy Notice](#)

 [Code of Conduct](#)

 [Recruitment](#)

 [Safeguarding](#)

Richard Whittington Primary School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01279 657778
admin@whittington.herts.sch.uk

