

Job Description – Pastoral Manager

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| Job title | Pastoral Manager |
| Grade | Band E Points 25-30 37 hours a week, term time only (39 weeks per year) plus two weeks |
| Responsible to | Vice Principal for Inclusion |
| Responsible for | The learning of students, their well-being and their annual achievement in all teaching groups and coaching groups |
| Effective from | February 2026 |

Summit Learning Trust Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose

- Deliver proactive support for learners, both individually and in groups, to reduce repeated negative behaviours and promote positive attitudes towards learning.
- Implement restorative justice practices and mediation strategies to resolve conflicts and repair relationships, fostering a respectful and inclusive school culture.
- Provide mentoring and targeted interventions to help learners broaden horizons, build confidence, and explore new skills, while developing ambition, resilience, and respect.
- Undertake administrative responsibilities to ensure efficient communication between staff, parents, and the pastoral team, and accurate data management for attendance and behaviour.
- Actively participate in School Inclusion Panels, attendance meetings, and parental engagement activities to strengthen collaboration and support learner success.

Main duties and responsibilities:

- Carry out all duties as directed by the Head of School and any other tasks commensurate with the role to ensure the smooth running of the school.
- Promote educational success and outstanding outcomes by encouraging learners to adopt positive behaviours and attitudes towards learning.
- Identify and investigate behaviour incidents the school across the school, ensuring timely and effective resolution through restorative approaches.
- Analyse behaviour trends and design intervention plans that support positive outcomes and learner growth.
- Facilitate restorative meetings and mediation sessions between learners to repair harm and rebuild relationships.
- Mentor learners to overcome barriers, improve self-regulation, and develop resilience and confidence.

- Support high standards across year groups, including punctuality, uniform, and equipment.
- Liaise with parents and carers through meetings and regular communication to strengthen partnerships.
- Collaborate with staff to enhance their behaviour management strategies and capacity.
- Undertake break and lunchtime duties as required to maintain a safe and positive school environment.
- Work closely with Directors of Year and the attendance team to improve attendance and punctuality, supporting learners whose attendance falls below 97%.
- Provide First Aid response as required.

General Duties

The expectations of all Lyndon School staff are:

- Always act professionally and uphold the ethos of Lyndon School.
- Play an active role in the life of the school community, supporting its mission and encouraging learners to follow the principles of the Lyndon Learner Journey broaden horizons, build confidence, explore new skills, alongside ambition, resilience, and respect.
- Promote the school's corporate policies and demonstrate flexibility and adaptability in all aspects of the role.

Safeguarding

- Lyndon School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.
- Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Notes

- This job description is not necessarily a comprehensive definition of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Head of School | |
| Copy received by: | |
| Date: | |

We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.



The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children's barred list check