

JOB DESCRIPTION

Role Title	Reports to
Pastoral Leader	Assistant Headteacher

PURPOSE

The post holder will have responsibility for pastoral care, wellbeing, behaviour, attendance, and student support across an allocated cohort or phase of the school. This is a non-teaching role focused on ensuring high standards of behaviour, safeguarding, and student welfare, while contributing to whole-school systems including behaviour management and on-call provision.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Pastoral Leadership

- Lead and manage pastoral provision, safeguarding, behaviour, attendance, and wellbeing for an allocated group of students or across the school as directed.
- Act as a key leader in promoting high standards of conduct and supporting positive student outcomes.
- Monitor and track attendance, behaviour, and pastoral indicators, ensuring early identification and swift intervention.
- Devise, coordinate, and evaluate targeted interventions for students requiring additional support.
- Ensure consistent implementation of pastoral systems and school policies.

Behaviour & On-Call Responsibilities

- Participate fully in the school's on-call system, responding to behaviour incidents and supporting staff.
- Support the implementation and continuous improvement of the school behaviour system.
- Lead behaviour investigations, restorative approaches, and follow-up actions.
- Analyse behaviour data and contribute to whole-school strategies to improve conduct and culture.

Student Support & Safeguarding

- Promote and uphold safeguarding procedures in line with statutory requirements and school policy.
- Work collaboratively with safeguarding teams, SEND staff, and external agencies to support vulnerable students.
- Build strong, supportive relationships with students and maintain a visible presence around the school.

Parental & Stakeholder Engagement

- Act as a key point of contact for parents/carers regarding behaviour, attendance, and pastoral matters.
- Ensure effective, consistent communication with families to support student success.
- Coordinate with external agencies and professionals where additional support is required.

Operational Responsibilities

- Support the smooth running of key school systems (e.g. behaviour processes, transitions, supervision duties).
- Contribute to organising events such as Parents' Evenings, transition activities, and pastoral programmes.
- Maintain accurate records relating to behaviour, attendance, and safeguarding.
- Ensure policies and procedures are implemented consistently and effectively.

Whole School Contribution

- Play a full part in the life of the school, supporting its ethos and values.
- Promote a positive and inclusive culture across the organisation.
- Contribute to staff training, briefings, and development where appropriate.

Undertake any other reasonable duties as directed by the Senior Leadership Team.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• GCSEs in English and Maths (Essential)• Relevant professional qualifications e.g. counselling, education support or social care (Desirable)• Relevant safeguarding qualifications (Desirable)• Mental Health First Aid Training or equivalent (Desirable)
Knowledge/Experience	<ul style="list-style-type: none">• Experience working in a pastoral, behaviour, or student support role (Essential)• Strong understanding of behaviour management and safeguarding (Essential)• Training in behaviour management, restorative practice, or trauma-informed approaches (Desirable)
Technical/Business Skills/Ability/Training	<ul style="list-style-type: none">• Strong organisational and operational skills• Excellent communication and interpersonal skills• Ability to manage challenging situations calmly and professionally• Analytical and solution-focused approach• Resilient, proactive, and adaptable
Personal Qualities	<ul style="list-style-type: none">• Professional, approachable, and credible role model• Committed to inclusion, equality, and student wellbeing• Team-oriented with a collaborative approach• High levels of integrity and professionalism

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: