



# **Brownmead Primary Academy**



## **Job Description: Pastoral Manager (Grade 4)**

School: Based at Brownmead Primary Academy

### **Purpose of the Role**

The Pastoral Manager will provide operational leadership for pastoral care, safeguarding and pupil wellbeing, supporting vulnerable pupils to overcome barriers to learning and engagement. Working under the direction of the Behaviour Lead, Attendance Lead, Designated Safeguarding Lead (DSL), Deputy DSL (DDSL) and SENCO, the postholder will contribute to a strong safeguarding culture, effective multi-agency working and inclusive practice across the school.

### **Key Responsibilities**

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting safeguarding decision-making, case management and multi-agency work under the direction of the DSL.
- Maintain oversight of safeguarding and child protection concerns, ensuring effective recording, monitoring and follow-up, including the quality assurance and management of safeguarding data systems such as CPOMS.
- Attend weekly safeguarding meetings and ensure agreed follow-up actions are completed within required timescales, under the direction of the DSL and safeguarding leads.
- Work closely with children and families to provide pastoral support and mentoring, addressing social, emotional and contextual barriers to learning.
- Contribute to Early Help processes and plans, working collaboratively with families and external professionals to secure timely support.
- Develop and maintain effective partnerships with social services and external agencies, representing the school at meetings, conferences and reviews as required.
- Act as LAC/PLAC lead under the direction of the SENCO, supporting provision, communication and outcomes for Looked After and Previously Looked After Children.
- Manage the expenditure and monitoring of Pupil Premium Plus (PP+) funding, under the lead and direction of the SENCO, ensuring funding is used effectively to support pupil needs and outcomes.
- Maintain and gate-keep the vulnerable pupils list, ensuring vulnerability is identified, monitored and responded to appropriately.
- Act as Young Carers Champion, promoting identification, awareness and appropriate support for young carers within the school community.
- Support admissions, pre-admissions and pupil transition, particularly for pupils with identified pastoral or safeguarding needs.
- Work in close partnership with the Behaviour Lead, Attendance Lead, Safeguarding Lead and SENCO to support behaviour, attendance and inclusion strategies.
- Oversee lunchtime pastoral provision, including the coordination of lunchtime staff and structured support for pupils who require additional input.

- Lead and support targeted pupil initiatives that promote inclusion, responsibility and wellbeing, such as Playground Champions.

### **Leadership and Teamwork**

- Work collaboratively with leaders, teachers, support staff and external professionals to secure positive outcomes for pupils.
- Communicate effectively and sensitively with parents and carers, building trust and shared understanding.
- Contribute positively to the wider life, ethos and continuous improvement of the school.

### **Safeguarding**

- The postholder shares responsibility for safeguarding and promoting the welfare of children and is expected to always uphold the highest standards of safeguarding practice.

### **Additional Duties**

- The postholder will undertake any other duties commensurate with the grade of the post, and as reasonably directed by the Headteacher, in accordance with the needs of the school.

## Person Specification – Pastoral Manager (Grade 4)

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE English and maths at grade C or above (or equivalent)</li> <li>• Safeguarding training (DSL/DDSL training desirable or willingness to undertake)</li> <li>• Evidence of ongoing professional development</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Strong understanding of safeguarding, child protection procedures and statutory guidance (e.g. <i>Keeping Children Safe in Education</i>)</li> <li>• Knowledge of Early Help processes and multi-agency working</li> <li>• Understanding of barriers to learning, including social, emotional and contextual factors</li> <li>• Awareness of the needs of vulnerable groups, including LAC/PLAC and young carers</li> <li>• Understanding of behaviour, attendance and inclusion strategies in a school context</li> <li>• Knowledge of data systems used for safeguarding and pastoral support (e.g. CPOMS)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and families in a school or similar setting</li> <li>• Experience of supporting vulnerable pupils to overcome barriers to learning</li> <li>• Experience of safeguarding processes, including recording and monitoring concerns</li> <li>• Experience of multi-agency working and attending professional meetings (e.g. Early Help, child protection conferences)</li> <li>• Experience of mentoring or providing pastoral support to individuals or groups</li> <li>• Experience of working collaboratively as part of a wider team</li> </ul>

<p><b>Skills and abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to build positive, trusting relationships with pupils, families and professionals</li> <li>• Strong communication skills, both written and verbal, including sensitive and confidential information</li> <li>• Ability to manage and prioritise workload, ensuring timely follow-up of actions</li> <li>• Ability to analyse and monitor information to inform next steps and support planning</li> <li>• Strong organisational skills, including maintaining accurate and detailed records</li> <li>• Ability to work under direction while also demonstrating initiative and sound judgement</li> <li>• Ability to remain calm, professional and solution-focused in challenging situations</li> </ul>
<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Empathy, resilience and emotional intelligence when working with pupils and families</li> <li>• High levels of integrity, discretion and professionalism</li> <li>• Commitment to inclusion, equality and high expectations for all pupils</li> <li>• Flexible, proactive and able to respond to the changing needs of the school</li> <li>• A reflective practitioner with a commitment to continuous improvement</li> </ul>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Willingness to undertake relevant training, including safeguarding and pastoral development</li> <li>• Ability to work flexibly to meet the needs of the role, including attendance at meetings with families and external agencies where required</li> <li>• Commitment to the ethos and values of Brownmead</li> </ul>