

## Job Description

<b>Job Title:</b>	<b>Pastoral Manager</b>
<b>Responsible to:</b>	Head of Key Stage - Pastoral
<b>Responsible for:</b>	Deputy Safeguarding and Welfare Lead & Mental Health and Family Support Officer
<b>Job Purpose:</b>	To promote the Catholic ethos of the school by leading pastoral support, behaviour, attendance, safeguarding, and wellbeing provision, ensuring all pupils are supported to achieve their full potential.
<b>Salary:</b>	TA4 (18-22)
<b>Hours:</b>	37 hours per week, term time plus 5 inset days (39 weeks)

### Main responsibilities:

#### Pastoral Care and Wellbeing

- Manage the school's pastoral provision and support pupils experiencing emotional, social, behavioural, or mental health difficulties.
- Identify vulnerable pupils and coordinate appropriate interventions.
- Deliver programmes that promote wellbeing, resilience, self-esteem, emotional regulation, and academic engagement.
- Support pupils during periods of transition, bereavement, family difficulties, suspension, or absence.

#### Behaviour and Inclusion

- Support the consistent implementation of the school's behaviour policy.
- Monitor behaviour across the school and implement appropriate interventions.
- Lead restorative conversations, Repair & Restore sessions, reintegration meetings, and internal suspension provision.
- Promote positive behaviour, pupil achievement, and student voice.
- Support Heads of Key Stage with rewards programmes and assemblies.

#### Family Engagement and Attendance

- Act as a key point of contact for parents/carers regarding pastoral, behaviour, and attendance concerns.
- Build positive relationships with families to support pupil wellbeing and achievement.
- Work with the Senior Attendance Lead to improve attendance and address barriers to learning.
- Conduct welfare checks and home visits where appropriate.

#### Safeguarding and Partnership Working

- Work closely with the DSL and Deputy DSLs to support safeguarding processes.
- Monitor and record safeguarding concerns, ensuring appropriate actions are taken.
- Participate in safeguarding meetings, multi-agency reviews, and Deputy DSL training.
- Liaise effectively with Heads of Key Stage, SENCO, staff, external agencies, and partner schools to coordinate support and transition arrangements.

#### Administration and General Duties

- Maintain accurate and confidential records of pastoral, attendance, behaviour, and safeguarding interventions.
- Evaluate the impact of interventions and report to senior leaders.
- Participate in educational visits and residential activities as required.
- Undertake other duties appropriate to the grade and responsibilities of the post.

### **Catholic life and Mission**

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ

### **Other**

- To always support the Catholic ethos of the Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Multi Academy Company policies & procedures.
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- Other duties as may be determined from time to time within the general scope of the post.
- Duties and responsibilities outside of the post will only be required with the agreement of the post holder.
- The Multi Academy Company reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.
- The Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Multi Academy Company in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Multi Academy Company to reflect or anticipate changes in the job commensurate within the grade and job title.*

I have read and understand the job requirements, responsibilities and expectations set out in this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_