



Job Description: Pastoral Manager

Required September 2026

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Required 1st September 2026

Position: Pastoral Manager

Responsible to: Headteacher, Deputy Headteacher & Assistant Headteacher

Purpose of Role:

- To fulfil the role of a Lead DSL, working with the Headteacher and Senior Leadership Team to effectively safeguard all pupils and their families
- To motivate, advise and support whilst empowering pupils to make their own decisions and take responsibility for their own actions and development.
- Work with pupils in and outside the classroom, on a group and one to one basis, to provide guidance and mentoring support that enables pupils to access learning opportunities.
- To provide pastoral support to students experiencing difficulties on a day-to-day basis.
- To liaise with support staff and teachers to share strategies for support
- To comply with confidentiality and safeguarding procedures.

Responsibilities of the Post:

To contribute to the development of a whole school approach to overcome obstacles to learning and improve pupil participation in learning and whole school life. This will be achieved by:

Management of Behaviour:

- To promote positive behaviour throughout the school
- To meet and greet identified pupils at the start of their school day
- To deal with incidents throughout the day as necessary
- To contribute to the recording, investigation and monitoring of bullying
- To develop positive relationships with parents, liaising with parents regarding relevant issues
- To challenge and motivate pupils, promote Values and reinforce self-esteem
- To develop a mentoring relationship with pupils needing support, with the aim of achieving goals identified in pupil plans

Management of Academic Performance:

- To liaise with teaching staff, SLT, Inclusion Team, pupils and parents to provide particular support to targeted underperforming pupils eligible for pupil premium, in order to raise achievement and help them minimise/overcome obstacles to learning
- To mentor, counsel and support pupils as appropriate

- To be aware of and undertake activities, to assist in monitoring the academic progress and personal, social and emotional needs of pupils
- To liaise with SLT to implement and sustain programmes for targeted groups at risk of underachievement – CLA, FSM Young Carers
- To work with pupils in and outside the classroom, on a group and one-to-one basis, to provide guidance and mentoring support that enables pupils to access learning opportunities

Management of Attendance:

- To monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families
- To lead on SARMs meetings with the attendance worker
- To contribute to the school's strategy to improve the attendance and punctuality of pupils
- Duties before and at the end of the school day promoting attendance and punctuality
- To undertake home visits as necessary

Pastoral/Welfare Support:

- To maintain regular contact with parents/carers of pupils identified to keep them informed of the child's needs and progress, and to provide positive family support and involvement
- Being a first contact in relation to reporting child protection/safeguarding issues, (e.g., parental complaints, bullying, pupils becoming homeless etc.) and provide an appropriate first response when senior staff are not immediately available
- To be the first point of contact and liaison between families and other children's service
- To identify pupils who would benefit most from additional support and in consultation with others to formulate and implement an action plan for those who need support
- To lead on Early Help and the early identification of pupils and families in need of additional support
- Liaise with a range of outside agencies to support children and their families. Acting as a first point of contact with families identified with specific issues impacting on pupil progress or attendance
- To involve/signpost parents to external agencies, such as the school nurse, Forward Thinking
- To meet and greet pupils, particularly those who are vulnerable
- To represent the school at children's social care meetings – CP conferences, CIN, Core groups, Family Support Meetings etc
- Make relevant referrals to external agencies
- To liaise with external agencies as required
- To work with Family Support Worker to provide parenting support and information
- To be a Lead DSL and deal with CP issues, including the management of confidential records and attendance at relevant meetings

- To secure family support for targeted pupils where appropriate
- Work with key staff to carry out safe and well checks if needed
- To ensure that CPOMS is used to record all incidents of concern and act upon reported incidents as DSL

Parental Engagement:

- To work with SLT to develop a parent forum
- Provide workshops, classes and activities for parents to provide opportunities for parents to learn how to meet the educational needs of their children
- To work with the MAT to develop programmes that will engage families across the MAT

General Duties:

- To assist in the recording and monitoring of pupil progress, problems and development needs
- To maintain a database of information and provide reports for monitoring and evaluation purposes as required to feed in to school reports
- To undertake relevant filing and admin tasks
- To provide information to the Head Teacher/teachers as appropriate to enable them to carry out their role
- To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures
- To undertake any relevant training that is suitable for the role
- To understand and maintain appropriate levels of confidentiality linked to the role
- To uphold and follow whole school policies and procedures, including safeguarding
- To undertake any other reasonable duties, as requested by the Head Teacher
- The nature of the work may occasionally involve carrying out duties outside of the normal working hours