



JOB DESCRIPTION

Pastoral Manager

Grade

Grade 8, SCP 30–34

Purpose

To lead and operationally manage the delivery of behaviour and pastoral systems across Maiden Erlegh School in Reading, ensuring high standards of conduct, consistency and student support. The Pastoral Manager will provide leadership and direction to the pastoral support team, including Assistant Phase Leaders, overseeing the daily deployment and effectiveness of behaviour support provision, including the Refocus Room, patrol and intervention systems. Working closely with Heads of Year and senior leaders, the postholder will support investigations, coordinate targeted interventions and ensure effective support is in place for students who face significant barriers to their successful integration into the school community and learning environment, including behavioural, emotional, social and attendance-related challenges, as well as low self-esteem. The role serves as a key link between strategic behaviour leadership and day-to-day pastoral operations, promoting a calm, safe and purposeful learning environment while contributing actively to the school's safeguarding and child protection responsibilities.

Staff Responsibilities

Line management responsibility for the Pastoral Support Team, including Assistant Phase Leaders.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Teaching and Learning: ensure students supported by the Pastoral Support Team are enabled to engage with learning, complete work, access appropriate interventions and make progress; Assessment: log, monitor, analyse and report attendance, completed work, interventions, behaviour, rewards and impact to inform effective support and strategic oversight; Behaviour



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Management and Student Wellbeing: Promote high standards of behaviour and lead the operational management of behaviour processes, Refocus Room, reactive behaviour arrangements and behaviour interventions in line with school and Trust policy, undertake relevant behaviour investigations including associated paperwork to support the Head of Year team, support reintegration following suspension/fixed term transfer as required; **Pastoral and Inclusion:** provide targeted mentoring and inclusion support for vulnerable students, monitor effectiveness and progress of interventions undertaken by Assistant Phase Leads, liaise with parents, carers, colleagues and external agencies to reduce barriers to engagement and progress; **Trust Culture:** model high professional standards, positive behaviour management and therapeutic approaches, contributing to a collaborative, consistent and supportive school culture; **Other:** undertake any other duties that reasonably fall within the purview of the post, following consultation with the postholder.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will maintain regular and effective communication with staff regarding referrals and student progress and will liaise with the Attendance Officer, SLT, parents, carers and outside agencies as required.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community. The postholder will support and contribute to the commissioned services offer as directed by the Assistant Headteacher.



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Main duties and accountabilities

Teaching and Learning

- Ensure structure, progress and impact for students who receive support from the Pastoral Support Team.
- Support allocated students with their schoolwork, either directly, including making up missed work, organising studies and preparing for examinations and assessments, or indirectly by liaising with school staff.
- Provide a variety of proactive and reactive support for students throughout the school day to support engagement, learning and progress.
- Maintain regular and effective communication with staff regarding referrals and student progress.
- Support staff in feeling confident with positive behaviour management, including through meetings and restorative conversations where required.
- Lead the development of resources for the Pastoral Support Team in line with current advice and guidance.
- Direct and ensure appropriate internal and external training is taking place for the Pastoral Support Team.
- Chair meetings and deliver training for the Pastoral Support Team.
- Set a high standard of work ethic and act as an excellent role model to colleagues in relation to positive behaviour management and therapeutic approaches, ensuring school policy is followed.
- Attend daily briefing meetings to ensure the team is fully prepared for the day.
- Operationally manage the Pastoral Team, including Assistant Phase Leads, on a daily basis, promoting collaboration and mutual support.
- Directly line manage the Pastoral Support Team in communication with SLT.

Assessment

- Log, monitor and keep records of students' attendance and completed work.



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- Coordinate the logging of intervention and impact in relevant systems
- Ensure accurate record keeping and reporting to SLT, SENCO and CP Leads as appropriate.
- Produce half-termly analysis of the work and impact of the Pastoral Team to be presented to SLT.
- Provide weekly overview of behaviour to SLT/Head of Year teams
- Be proactive in using all available data to identify students at risk of exclusion from school and intervene at an early stage through mentoring, in liaison with Head of Year team.
- Operationally and strategically manage behaviour processes, including recording and reporting.
- Coordinate in-house behaviour interventions, ensuring tracking and monitoring is clear.
- Coordinate and implement strategies to monitor progress and impact on student behaviour, including personalised plans and reports.
- Ensure key processes are followed thoroughly for behaviour incidents in line with Trust policy.

Behaviour Management and Student Wellbeing

- Support positive behaviour management within the school, including Refocus Room, and the processes required to return students to class as quickly as possible, where possible.
- Support the pastoral team and Senior Leadership Team in upholding school policy and supporting staff where needed.
- Support with duties, On Patrol, On Support and any other behaviour interventions implemented, as required.
- Help manage reactive behaviour arrangements in line with school policy, including undertaking investigations for behaviour incidents and completing relevant paperwork as required.
- Use behaviour management strategies appropriately and in context.



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- Operationally run the school floor daily.
- Coordinate the behaviour team with any patrols or duties required.
- Consistently uphold standards of behaviour, attitude to learning and discipline within the cohort.
- Liaise with parents and carers where needed and provide recommendations for next steps with students.
- Represent the school in meetings with parents and carers, both formal and informal, including meetings relating to behaviour concerns and reintegration, as required.
- Promote positive behaviour management and therapeutic approaches through professional role modelling and consistent application of school policy to support safe routines, stronger engagement and improved outcomes for students.
- To support the safeguarding team dealing with incidents as required.

Pastoral and Inclusion

- Provide effective mentoring for targeted students.
- Liaise as appropriate with parents, carers and outside agencies.
- Liaise with the Attendance Officer, Heads of Year and SLT on issues arising, being proactive in overcoming barriers to progress.
- Be an active member of the solution for discharging the school's responsibilities under child protection.
- Support students who present significant challenges relating to their integration into the school community and learning environment, including challenges linked to behaviour, emotional or social difficulties, persistent absence and/or poor self-esteem.
- Coordinate pastoral and inclusion support so that vulnerable students receive structured intervention and barriers to engagement are addressed to strengthen inclusion, attendance, wellbeing and access to learning.

Trust Culture

- Promote collaboration and support within the Pastoral Support Team.



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- Support and contribute to the commissioned services offer as directed by the Assistant Headteacher.
- Maintain positive professional relationships with school leaders, colleagues in other Trust schools, school staff, students, parents, carers and external agencies as required.
- Contribute to a consistent, supportive and professional school culture through high standards, effective communication and proactive support for colleagues.
- Work in line with school and Trust policies, including behaviour, safeguarding and child protection expectations.

Other

Undertake any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the postholder.

Other requirements and responsibilities

- Level of DBS required: Enhanced with Children's Barred List.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and staff. We are also committed to being ambitious for all and supporting everyone to reach their full potential. All employees of the Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.