

<b>Job Title:</b>	Pastoral Manager/Cover Supervisor	<b>Reports To:</b>	Senior Pastoral Manager
<b>Location:</b>	SAIL Academy	<b>Accountable To:</b>	Headteacher
<b>Salary/Grade:</b>	Wilts Grade I pt 18-20	<b>Hours of Work:</b>	37

## Principle Purpose of the Role

The Pastoral Manager (& cover) will assist the senior pastoral manager:

- In the day-to-day implementation of pastoral care for all pupils across the school.
- In providing advice and guidance to staff in implementing behaviour strategies, Thrive principles and restorative approaches.
- In coaching and upskilling staff in relational practices, modelling connection-based approaches, co-regulation and high-quality relational language.
- In being an active part of the school's 'on call' system, providing on-the-ground pastoral and behaviour support to prevent escalation and maintain a safe, calm school environment.
- In supporting lesson cover as required, acting as a cover supervisor to maintain learning, behaviour expectations and safety during staff absence (e.g., sickness).

## Key Duties

Under the direction of the Senior Pastoral Manager:

- Be a highly visible presence in school; modelling high expectations of conduct, attitudes and engagement.
- Support whole-school development of behaviour and pastoral policies.
- Ensure consistent and responsive approaches to pupil support in the ground through on-call and proactive engagement
- Provide high-quality cover supervision as needed, ensuring lessons remain purposeful, structured and safe.



## Students and Staff

Under the direction of the Senior Pastoral Manager:

- Work collaboratively to ensure the effective implementation of behaviour strategies, pastoral systems and Positive Behaviour Support Plans across the school.
- Embed clear routines and expectations for behaviour across the school – through direct modelling and work with staff
- Play an active role in supporting SEMH and ASC students with behaviour, emotional regulation and wellbeing.
- Build therapeutic relationships with students using restorative and relational practices.
- Provide pastoral mentoring to a designated caseload of students.
- Provide relational, reflective and restorative support to students.
- Respond to incidents using trauma-informed de-escalation and restorative conversations.
- Support students reintegrating following suspensions or extended absence.
- Deliver effective supervision and consistency during cover lessons, promoting engagement and maintaining a calm learning environment.

## Systems and Processes

Under the direction of the Senior Pastoral Manager:

- Ensure Positive Behaviour Support Plans and individual strategies are being consistently implemented by teachers and support staff.
- Implement behaviour, emotional and social-communication interventions with consistency across the school.
- Work with the SENCO and teachers to ensure appropriate learning adaptations are in place and monitored.
- Provide proactive on-the-ground support as part of the school's 'on call' rota, responding to behaviour needs promptly and preventing escalation wherever possible.
- Support lesson cover when needed, maintaining a positive, structured environment.

## Safeguarding

- Be an active and accountable member of the safeguarding team, working under the direction of the Designated Safeguarding Lead (DSL).
- Ensure all cover supervision responsibilities adhere to safeguarding expectations, maintaining vigilance and prioritising pupil safety at all times.



## PERSON SPECIFICATION

### Pastoral Manager Person Specification

	Essential criteria for short listing	Desirable
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualifications and experience specific to the role</li> <li>• On-going CPD and experience relevant to the role</li> <li>• Evidence of recent and relevant further professional development in preparation for a pastoral specific role</li> <li>• A strong understanding of safeguarding principles and a willingness to undertake Level 3 Safeguarding Training</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience as a Teaching Assistant in a Special School</li> <li>• Experience of contributing to staff development or supporting other staff in their development (specifically in pastoral aspects of the school)</li> <li>• Successful experience of working with and managing children who have behaviours that challenge and creating and adapting plans to meet their needs</li> <li>• A strong working understanding of how to support students pastoral, social and emotional needs in a school setting</li> <li>• Understanding of safeguarding procedures and the ability to apply them in daily practice</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for all students and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Attention to detail</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Good time management skills, particularly when working under pressure whilst giving attention to detail</li> <li>• Loyalty, integrity and enthusiasm</li> <li>• Relentless optimism</li> <li>• Genuine concern for the welfare of staff and students</li> <li>• Confidence in recognising safeguarding concerns and responding appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work under pressure whilst maintaining a sense of humour.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality relational practice, and the ability to model this for others and support others to improve</li> <li>• Understanding of behaviour issues and how to monitor, evaluate and improve them</li> <li>• Effective communication and interpersonal skills with an ability to inspire others as well as to challenge and motivate them</li> <li>• Able to build and maintain positive relationships with individuals and groups</li> <li>• Understanding of current issues in pastoral aspects of school development and improvement</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



	<ul style="list-style-type: none"> <li>• Awareness of safeguarding reporting routes, thresholds and statutory guidance</li> </ul>	
<b>Equal Opportunities and Safeguarding</b>	<p><b>The successful candidate must be able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Ability to promote equal opportunities with respect to race, gender and disability</li> <li>• Commitment and understanding of their role in ensuring children in their care are safe</li> <li>• Working knowledge of Child Protection and Safeguarding procedures and commitment to attending all safeguarding training</li> <li>• Willingness to complete (or evidence of having completed) Level 3 Safeguarding Training and engage in ongoing safeguarding CPD</li> </ul> <p><b>NB:</b> The successful candidate will undergo an enhanced DBS check</p>	
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust’s constitution and its policies and procedures.</li> <li>• Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	

**Note:** You may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. As such the job description therefore is not intended to be exhaustive. It is also subject to change in the light of service developments and in consultation with the postholder & their manager. The post holder will be expected to adopt a flexible attitude to the duties to meet deadlines.





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