



Immanuel College
Church of England Academy



Applicant Information Pack

Pastoral Manager

Closing Date: Friday 1 May 2026, 9.00am
Interview Date: w/c Monday 4 May 2026
Start Date: As soon as possible

Welcome from the Headteacher

Dear applicant,

Thank you for your initial interest in the position of Pastoral Manager at Immanuel College. I hope that the information found within this pack and on our website will encourage you to submit an application.

Immanuel College is an 11–18 Church of England Academy, proud to be part of the Bradford Diocesan Academies Trust (BDAT). Situated in Idle, in the north of Bradford, we have been serving our local communities for over twenty years.

Our Christian ethos, rooted in *perseverance, character, and hope*, shapes everything we do. “Immanuel” means *God with us*, and our motto *All God’s Children* reflects our belief that every student deserves to flourish. Our most recent SIAMS inspection recognised us as an *outstanding church school*, highlighting the “positive relationships at all levels” that enable both students and staff to thrive.

In May 2024, Ofsted judged us to be a *Good* school. We are proud of our strong record of GCSE and A level success, with excellent progress made by students of all abilities and backgrounds. Most of our students choose to continue their journey with us into our inclusive and supportive Sixth Form.

To further enhance our provision, we were delighted to open a state-of-the-art post-16 building in September 2025. This new facility provides modern, purpose-built spaces for learning, collaboration, and personal development, and reflects our commitment to offering an outstanding Sixth Form experience for our students.

Our staff are at the heart of our success. Teachers and support staff at Immanuel College have high aspirations for every student and are deeply committed to helping them reach their potential. In return, we place great value on staff wellbeing, actively reducing unnecessary workload wherever possible. We offer a robust performance management system, alongside a comprehensive and bespoke programme of CPD, to ensure colleagues feel supported in their professional growth.

If your passion for teaching matches our commitment to developing young people, and if you feel your values align with ours, then I warmly encourage you to apply.

With best wishes,



Mr S. Mulligan
Headteacher



Advert

Job title:	Pastoral Manager
Contract type:	Permanent
Contract type:	37 hours, all year round
Salary:	Band 8/SO1 (SCP 17-25) £31,022 - £36,363
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Job Description

Job Title:	Pastoral Manager
Team/Faculty:	Pastoral Team
Job Purpose:	You will work closely with the pastoral team assisting with the monitoring and management of student welfare and behaviour.
Salary:	Band 8/SO1 (SCP 17-25) £31,022 - £36,363
Accountable to:	Deputy Head and Student Liaison Manager

Job Role and Responsibilities

- Support the vision and strategic direction of Immanuel College by providing outstanding pastoral care that reduce barriers to learning for all students
- Act as a role model, challenging, motivating, promoting and reinforcing self-esteem to establish productive working relationships with students.
- To assist the HOY in planning and implementing year group specific tasks and activities relating to education, behaviour, mentoring and individual learning
- Liaise with the HOY regarding any pastoral issues relating to a specific year group
- Bring to the attention of others through Matrix meetings when comprehensive assessments of pupil may be required to determine those in need of particular help
- Be visible, approachable and easily accessible for all students throughout the school day
- Establish productive working relationships with pupils, acting as a role model and maintain high standards of care and conduct, through direct and passive supervision of students
- Induct new students and parents into the operational systems of the school
- Develop 1:1 mentoring arrangements with pupils and provide support for distressed pupils
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Support the effective transfer of pupils across phases/integration of those who have been absent
- Ensure that day to day systems, processes and communications are followed effectively
- Provide a range of clerical/admin support e.g. dealing with correspondence, making phone calls, compilation / analysis / reporting on attendance, accurate record keeping, exclusions etc
- To ensure that school procedures in relation to the Behaviour Strategy are adhered to in a consistent manner.
- To deliver pastoral support to individual students, including through the monitoring of behaviour reports and other strategies.
- To provide objective and accurate feedback and reports, as required, to other staff on student behaviour, achievements, and other matters.
- To attend pastoral team meetings as appropriate.

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- To advise, inform and support colleagues in relation to student issues, and brief and update colleagues as required to support teaching and learning, safeguarding and wellbeing.
- Implement planned supervision of pupils during and outside of school hours
- To provide real-time support to teaching staff where pastoral, behavioural or other issues affect the effective delivery of lessons.
- Facilitate restorative work as required.
- To undertake duties effectively throughout the school day
- To support with the Reflect Room where needed.
 - To attend and support events as required beyond the normal school day, including those in evenings and out of term time.
 - Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - To assist with liaison with feeder schools and other relevant bodies to gather student information alongside Pastoral colleagues.
- To establish constructive relationships with parents/carers, exchanging information on a regular basis and encouraging their support for attendance, behaviour and learning to ensure effective home/school and community links.
- Any other duties specified by SLT

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

Person Specification

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Category	Essential Criteria	Desirable Criteria
Qualifications and Training	<ul style="list-style-type: none"> None Prepared to undertake further job related training as required 	<ul style="list-style-type: none"> Good standard of Literacy and Numeracy Good standard of ICT
Experience	<ul style="list-style-type: none"> Experience of working with students 11-18 years/young people in a pastoral/behavioural and/or safeguarding role 	<ul style="list-style-type: none"> Experience of working with SIMS
Practical and intellectual skills	<ul style="list-style-type: none"> Good standard of written English and numeracy. Good listening skills and ability to manage/resolve conflict 	<ul style="list-style-type: none"> Computer and keyboard skills
Personal circumstances	<ul style="list-style-type: none"> Good timekeeping Ability to work extra hours if required, including evenings, weekends and out of term time as required Must be legally entitled to work in the UK (Asylum and Immigration Act 1996) Will not require holiday leave during term time No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/ finance 	
Physical & sensory	<ul style="list-style-type: none"> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability and Discrimination Act 1995 	
Disposition/attitude	<ul style="list-style-type: none"> Resilient and able to cope with the pressures of school life. Approachable, courteous and able to present a positive image of the school to callers and visitors. Able to prioritise conflicting demands and pressures to bring about positive outcomes. Ability to support the Christian Ethos of the College. Ability to work without supervision and prioritise workload. Ability to interact with, work and support the pastoral care and learning of pupils of 11-18 years. Flexible approach, dependable and loyal – ability to work constructively within a team. Able to maintain confidentiality in matters relating to the school, its students, its staff parents and carers Enthusiastic and proactive approach to challenges Ability to relate well to students and adults Ability to remain calm under pressure Demonstrate good co-operative, interpersonal and effective listening skills Good sense of humour Flexibility and willingness to accept change 	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without unbiased. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Completed applications must be submitted and returned to Katie Green at Immanuel College via the MyNewTerm website at <https://mynewterm.com/jobs/142590/EDV-2026-IC-29737>.

All applications will be acknowledged within 24 hours. Should you fail to receive a confirmation, please call 01274 425900

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel, at least one of which has completed safer recruitment training. We carefully check all applications for anomalies and we may ask for more information about any gaps at interview.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 5 working days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or most recent employer.

Interview Process

The interviews will be held at Immanuel College. The interview will consist of a tour of the school, a task and formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the interview process, we will use the person specification as a guide to select the most suitable candidate for our school. In most cases a decision will be made the same day as the interview although occasionally the decision may take longer. We will then telephone each candidate to inform them of the outcome; we will give brief feedback during this telephone conversation.

Offer of Employment

We will normally make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- A completed DBS check
- Provision of proof of identity and qualifications

Probationary Period

The first school term of your employment will be a probationary period

Timeline

Closing date: Friday 1 May 2026, 9.00am

Interview date: w/c Monday 4 May 2026

Questions

If you have any queries on any aspect of the application process please contact Katie Green on 01274 425900 or e-mail katie.green@immanuel.bdat-academies.org

About BDAT

General Information and Background



Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

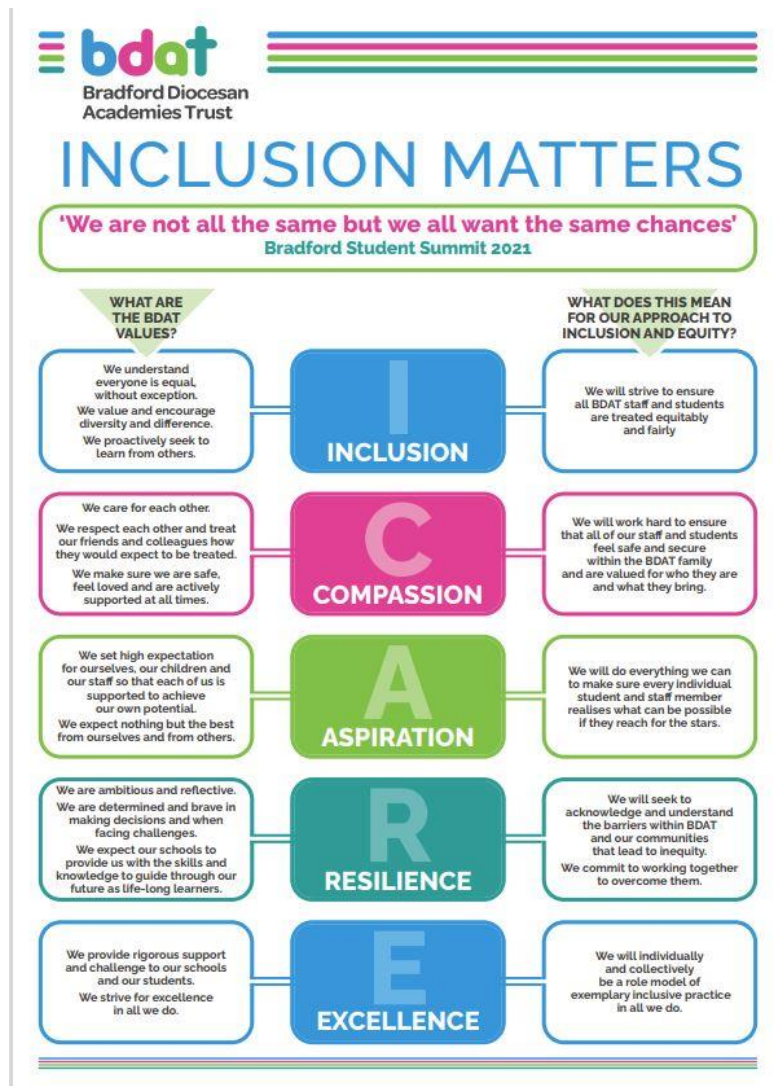
"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our vision is:

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“We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey. We want BDAT schools to be schools of choice for the diverse and special communities we serve. We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed.

Our values are:



Contact Details

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