



ROEDEAN

Join the Roedean Team

Pastoral Manager

Girls First: Empowered, Encouraged, Engaged

ON SITE
FARM

FOUNDED
1885

50%
BOARDING

4 OFFERS FOR
OXBRIDGE

BEST EVER
GCSE &
A LEVEL
GRADES IN THE
LAST 2 YEARS

ACADEMIC
MENTORING
PROJECTS

45
ACRES

FLOOD-LIT
ALL-WEATHER
PITCH
ON SITE

125
CO-CURRICULAR
ACTIVITIES

355
-SEAT
THEATRE

GIRLS
FROM
OVER 35
COUNTRIES

£11m

BOARDING
REFURBISHMENT

125
YEARS ON
CURRENT SITE

ISI
(NOVEMBER 2021)
EXCELLENT
IN ALL AREAS

ON THE
CLIFFS
OVERLOOKING
THE ENGLISH
CHANNEL

525
STUDENTS
ON ROLL

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea’s blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 140th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-

entry Art degrees, and a team of 6 students successfully swam across the Channel to France in June 2022, after which a student in Year 12 made the crossing solo in July 2025.

The School numbers around 525 students, and about half of that number are day girls, joined by boarders from over 35 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

Reporting to the Deputy Head Pastoral, the Pastoral Manager will take a lead role in the wellbeing and safety of key groups of students identified by them Pastoral Team and Boarding Houses as requiring additional support and intervention. The Pastoral Manager will work directly with the Pastoral Team and Boarding Houses to ensure core standards of behaviour and attendance are maintained and, where appropriate, work with a range of other colleagues and external agencies to ensure positive outcomes for students. The Pastoral Manager will also provide administrative support to the Pastoral Team.

Main Duties

Safety, Wellbeing and Behaviour

- Take a lead role in developing and implementing policies and practices which reflect the school's commitment to positive behaviour and emotional well-being.
- Ensure actions are taken to promote the inclusion and acceptance of all students within the school. Tackle discrimination and bullying in accordance with the schools Promoting Good Behaviour Policy and Preventing and Tackling Bullying Policy.
- Take steps to prevent bullying and support victims of bullying. Ensure that incidents are logged and that trends are monitored and acted upon in liaison with the Boarding Houses and Pastoral Team.
- Support the Boarding Houses and Pastoral Team in identifying vulnerable students and working with them in a variety of contexts to address their needs, sharing safeguarding and pastoral information in a timely manner.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Lead 1:1 or small group support for students identified as having additional pastoral or safeguarding needs.
- Involvement in developing support plans and coordinating multi-agency work to support students' welfare, progress and achievement.
- To make timely referrals to external agencies in consultation with the Safeguarding Team.
- Comply with and support the development of relevant policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Lead and support intervention for students who are presenting a safeguarding concern; recording actions in accordance with the school's Safeguarding Policy.
- Ensure administrative duties related to Safeguarding protocols are complete and up to date for all students presenting safeguarding concerns. Liaise with staff as appropriate to gather information that is needed to complete and compile reports required for outside agency meetings.
- Support the successful transfer of students between phases of the school. Identify and plan activities to support transition of identified vulnerable students.

Attendance

- Develop and implement policies and practices which reflect the school's commitment to high levels of attendance.
- Monitor attendance and punctuality of students with the school's Attendance Officer to plan and implement interventions as appropriate and promote positive engagement and attendance.
- Where appropriate lead parent/carer meetings for students who are at risk of, or experiencing low levels of attendance. Record outcomes to support possible future intervention by outside agencies.

Leadership and Management

- Use school data and staff referrals to plan support and intervention for individuals and key groups.
- Present a positive and professional understanding of the school during work with those connected with the school, outside agencies and the local community

Administrative Support

- To carry out administrative tasks as directed by the Deputy Head Pastoral, including the preparation of referrals, pastoral and attendance data, student investigations and materials required for meetings.

Person Specification

Essential

- Demonstrable experience of working in student support at a senior level, ideally with students age 11-18.
- A knowledge and understanding of the needs and issues concerning young people.
- Excellent communication skills, with the ability to build relationships with students, staff and parents.
- Ability to work flexibly and respond to the ever-changing school environment.
- Ability to relate well to children and adults, including parents, Trustees, and visitors.
- Full working knowledge and understanding of a range of relevant safeguarding policies / codes of practice and legislation.
- Fully committed to the school's safeguarding policies.
- Ability to lead staff in maintaining accurate records and the ability to analyse and present information when required.
- Excellent organisation skills.
- Effective time management skills with the ability to manage own workload and the work of a team to ensure deadlines are met.
- Ability to demonstrate a commitment to the principles of Equalities and the ability to carry out duties in accordance with the School's Equalities Policy.

Desirable

- Good understanding of the principles of child development and learning processes and, in particular, barriers to learning.
- Experience of organising programmes for young people.
- Can use ICT effectively to support learning and a good knowledge and understanding of relevant ICT packages including the school's specialist software and resources.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- A knowledge and understanding of the available range of support services/providers.
- Ability to identify potential difficulties/issues, analyse them and make recommendations.

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: An appropriate point on the Roedean pay scale according to qualifications and experience.

Hours: Full time, term time plus 3 weeks of holiday time (37 weeks in total)

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Louisa Butler, Recruitment Manager - vacancies@roedean.co.uk

Closing date for applications is 9am, 23 March 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

Roedean has the same wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.



The School Today

Roedean numbers around 525 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 125 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform

beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.



ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a

variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have

an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





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