



Job Description – Pastoral Manager

Job title	Pastoral Manager
Grade	Grade 4 (Points 23-26)
Responsible to	Assistant Principal: Behaviour
Responsible for	Pastoral care of a year group – securing exemplary standards of behaviour and attitudes across a year group
Effective from	September 2026

SUMMIT LEARNING TRUST Mission Statement

Strength through Diversity
Ambition through Challenge
Success through Endeavour

General expectations of staff members at Cockshut Hill

The expectations of all Cockshut Hill staff are:

- To act professionally at all times;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To promote the school's corporate policies,
- To be flexible and adaptable.

Main duties and responsibilities:

- To undertake the full range of duties and responsibilities as required by the Principal as set out in this job description and any other duties commensurate to the post title which the Principal may deem to be appropriate.
- To promote the educational success and outstanding outcomes of all our learners by encouraging and supporting learners to develop positive attitudes and behaviours towards learning.

The role will contribute towards upholding the Behaviour policy through the following actions and activities:

- To Identify and investigate behaviour incidents around the school;
- To support standards across their year group (i.e. Attendance, Punctuality, Uniform, Equipment etc.);
- To contact and meet with parents;
- To supervise the internal exclusion room on a rota basis;
- To supervise detentions;
- To work with other staff to support their behaviour management capacity;
- To undertake break and lunchtime duties as appropriate;

- To support the requisite Head of House in maintaining high standards of behaviour, attendance, punctuality and uniform;
- To assist the attendance teams in supporting learners;
- To assist in First Aid response as required.

To undertake and/or be responsible for:

- specific and proactive work, both individual and group based, in order to support learners to reduce the number of repeated negative behaviours they incur.
- administrative roles within the department ensuring the efficient running of the pastoral systems.
- administrative roles within the department ensuring efficient and effective communication between the department, staff and parents.

Safeguarding

Cockshut Hill School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.

I accept the contents of this job description of the position of Pastoral Manager.

Job description issued by the Principal:	
Copy received by:	
Date:	