



Charlton Wood Primary Academy
A member of Trust in Learning (Academies)

Pastoral Manager
BG10, N24 – N28
Dependent on experience

Application Pack
February 2026



About the Role

Dear Applicant

Thank you for your interest in the position of Pastoral Manager at Charlton Wood Primary Academy within Trust in Learning (Academies). This is a full-time role, 37 hours a week, and we are looking for someone to join us in April.

Charlton Wood Primary School is a school set in the heart of a new and growing community. The school opened in September 2019 and is now a full, two-form entry school with 420 pupils.

We are looking to appoint an enthusiastic, experienced pastoral manager who will be a part of the support team. The Pastoral Manager will be responsible for supporting with attendance, safeguarding and liaising with parents/carers. You will support the Senior Leadership team in picking up behaviour incidents, resolving fall outs between children as well as leading early intervention support for some of our vulnerable children.

You will quickly become one of the key people for a lot of our children and their families. You will work closely with the Assistant Head Pastoral and will be supported by the Headteacher, Deputy Headteacher and the Attendance Officer. This role is an opportunity to make a real difference to the lives of young people. You will be an inspiring role model, focused on helping pupils most in need of support.

As this is such a senior role, we welcome applicants for this role who are experienced in pastoral support in a school or social care environment. We can provide strong CPLD, and opportunities to grow to become the best practitioner you can be. Pastoral Managers are line managed by their Assistant Head Pastoral, who will provide ongoing key support.

The successes of our pupils come because of a relentless and shared approach to achievement for all from the entire staff team who are united in the belief that all children can, and will, succeed as a result of high-quality teaching from passionate and caring professionals. Our school team approach is encapsulated in our school vision 'Working together to grow confident, ambitious learners'.

As a leadership team we really want you to achieve your potential and we have a well-developed and effective approach to supporting staff development which is based in evidence informed research, using an instructional coaching model, so that you can be successful in your career. At Charlton Wood Primary Academy we are a team: our staff love working here and thrive on the support, development, encouragement and belief in success that we offer.

In addition to normal pay and conditions we will offer the successful candidate:

- a new fully resourced building with beautiful grounds
- supportive and ongoing professional development throughout the year
- a bespoke training plan to enable you to deliver excellent outcomes and progress in your career
- a solution focussed team who work together closely to deliver the best for our community
- a supportive leadership team who will support you to be successful
- a commitment to reducing unnecessary workload so that you can focus on improving outcomes
- regular opportunities to network, moderate with and work with other colleagues in the Trust
- extremely supportive parents who are keen for their children to do well

The school and the Trust place no limits on their aspirations for our pupils and we all believe strongly in the importance of opening horizons and opportunities for those less well placed to see it for themselves. Charlton Wood Primary Academy has a history of building excellent relationships between staff, pupils, parents and the community. Pupils take pride in their school and respond positively to high expectations.

Please visit our website on [Charlton Wood Primary Academy - Home](#). If you have any questions relating to this role, please contact the school office on office@charltonwood.tila.school. If what we are doing resonates with you, and you are keen to work with us, please do apply.

We warmly welcome your application.

Karen Kooyman

Headteacher

Job Description

Pastoral Manager – As soon as possible from February 2026

Salary Range: BG10, N24 – N28, pro-rata, dependent on experience

It is expected that staff at Charlton Wood Primary Academy agree with, abide by and promote the aims and objectives of the school. The school is an institution where each member is valued as part of our school community which is committed to equality of educational opportunity.

PURPOSE OF THE POST:

To manage the day-to-day pastoral matters, including attendance, behaviour and engagement, safeguarding, delivering interventions and liaising with parents/home, in order to support children's personal development and academic progress.

MAJOR FOCUS OF ACCOUNTABILITIES

Pastoral leadership

- To monitor the day-to-day wellbeing of identified children
- To intervene by taking appropriate and effective action to ensure the progress and wellbeing of pupils
- To identify, plan and deliver personalised and group pastoral interventions and provision

Attendance and punctuality

- To lead on attendance and punctuality for children allocated to you as a caseload
- To ensure strong attendance of children, through checking of accurate record keeping and identification of timely support and intervention
- To contribute to penalty notices/court statements if required
- To plan and deliver re-integration support for allocated children who have had alternative provision/long term absence from school

Behaviour

- To help in ensuring that children are aware of and adhere to the school's expectations for behaviour
- To implement the school's policies and procedures, including sanctions for those children who do not meet these standards – this can involve being firm and direct with children
- To support children individual education plans/ behaviour support plans, to be successful
- To arrange and facilitate parental meetings regarding behaviour, attendance and progress, and supporting with suspension meetings where appropriate

Safeguarding

- To support the personal, social and academic development of pupils by raising awareness and ensuring good safeguarding practice.
- To encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- To be one of the school's safeguarding officers for children allocated to you, ensuring the school's child protection policies are known, understood and used appropriately
- To actively engage in multi-agency work across South Glos and beyond where necessary, to determine ways to meet the needs of our most vulnerable children
- To ensure Personal Emergency Evacuation plans (PEEPs) are written promptly and shared appropriately for children with long- term/ shorter term disabilities
- To keep detailed, accurate and secure written records of concerns and referrals on CPOMS, or as directed

- To attend and contribute to child protection case conferences/external meetings when required to do so.
- Where children leave the school or are new to school, to ensure safe and timely transfer/receipt of child protection files

Communication

- To develop productive 1:1 and small group working relationships with children, acting as a role model and setting high expectations.
- To liaise routinely and establish constructive positive relationships with parent/carers in communications
- To attend and support key events including Parents' Evenings, where parents/carers can meet you and build a relationship with the school through you
- To communicate effectively with all stakeholders to ensure that each pupil's welfare and progress is maintained.
- To act as a source of pastoral support, advice and expertise for staff

Other duties

- To ensure that critical documentation and records relating to the allocated children are up-to-date, particularly in relation to safeguarding and the accurate use of CPOMs
- To maintain records and provide statistical reports where requested
- To be First Aid trained to be able to manage in-school callouts if required
- To undergo appropriate training to develop and maintain the knowledge and skills required to carry out the role
- To model best practice and uphold the principles of confidentiality and data protection at all times.
- To support smooth running of the school undertaking duties as directed, including before/after school

GENERAL AND REVIEW:

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. You may be required to undertake such duties as may from time to time be reasonably assigned by the Headteacher or his/her delegate.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A member of staff is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct, whilst working at the school.

Members of staff are expected to maintain high standards of ethics and behaviour within and outside school, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing boundaries appropriate to a staff member having regard to the need to safeguard students, in accordance with statutory provisions
- Showing tolerance and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which could exploit students' vulnerability or might lead them to break the law
- Members of staff must have proper and professional regard for the ethos, policies and practice of the school in which they work, and maintain high standards in their own attendance and punctuality

- Code of conduct: The school expects all staff to ensure that their standards of conduct are, at all times, compliant with Charlton Wood Academy Primary/TiLA Code of Conduct.

Additional duties/ responsibilities

To comply with any reasonable request to undertake work of a similar level that is not specified in this Job Description.

Equalities

The Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and all forms of discrimination.

Health and Safety

Every employee is responsible for their own Health and Safety, as well as that of colleagues, students and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management personnel.

Date of Job Description: February 2026

Person Specification: Pastoral Manager

This specification describes the qualifications, skills and personal qualities needed by the successful applicant for the post.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Minimum of 5 GCSEs or equivalent, including strong passes in English and Maths 	<ul style="list-style-type: none"> Higher qualification (e.g. degree) in a related area DSL Trained
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> Knowledge of safeguarding/child protection procedures and experience of managing these with young people Knowledge and understanding of how children develop through to adulthood Significant experience of pastoral work with children in an education setting, ideally a primary school Experience of dealing with young people in challenging situations and /or with challenging behaviours 	<ul style="list-style-type: none"> Significant experience working with primary children Experience of working as a Pastoral Manager in a school setting Evidence of professional development and recent relevant training Experience working with educational attendance procedures Experience delivering interventions to individual and small groups Knowledge of Information management systems and CPOMS
ABILITIES AND APTITUDES	<ul style="list-style-type: none"> Excellent interpersonal skills with the ability to listen, question, negotiate and reflect Ability to develop trust and respectful relationships with young people Able to be assertive and confident when managing challenging behaviours Excellent written and verbal communication skills Ability to deal with a wide range of audiences including within school, parents/carers and external agencies Good administrative and IT skills Excellent organisational skills Ability to work as a proactive team worker and independently 	<ul style="list-style-type: none"> Ability to present to larger groups of children/ parents
EDUCATIONAL VISION AND VALUES	<ul style="list-style-type: none"> Deep commitment to inclusive practices and to promoting equality and diversity Commitment to continuing professional development and awareness of your own training needs A willingness to work across the whole school community and to support the school's ethos, vision and values 	<ul style="list-style-type: none"> Able to communicate in a community language other than English
PERSONAL QUALITIES	<ul style="list-style-type: none"> Personal integrity and sensitivity An enthusiasm to inspire children and their parents 	

Safeguarding

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all of its children. Each student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: www.tilacademies.co.uk

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Trust in Learning (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Guidance for Applicants

Applications will only be accepted from candidates via MyNewTerm. Please complete ALL sections of the Application Form that are relevant to you as clearly and fully as possible. Please complete all sections of the application form as thoroughly as possible. Please note that CVs will not be considered in place of a completed Application Form.

Your Personal Statement should be written to the Headteacher and address the person specification points carefully. You should write how and why you feel that you are equipped to fulfil this role noting your experience, skills, personal attributes and values. We are particularly interested to know why you want to work at Charlton Wood Primary Academy. Ensure that you cross-reference the person specification throughout your application with examples of where you have fulfilled aspects of the job description and the impact it had.

Ensure that you put details of referees. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Trust in Learning (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Key Dates:

Monday 23rd February 2026 - Deadline for Applications

w/c 2nd March 2026 (TBC) - Interview

We reserve the right to interview early for the right candidates so early applications are encouraged.

About the School

Our School

Charlton Wood serves a new community called Charlton Hayes close to Cribbs Causeway in South Gloucestershire. We have an amazing school site, with a beautiful new building and fantastic outdoor facilities. The school is situated in the heart of the community and we serve our community with pride. Our parents and carers are highly supportive of our school and we value their involvement in school activities.

We are incredibly proud of the recognition from Ofsted of the hard work our staff and children put into their learning. The report is published on the school and Ofsted websites.

Our Vision

Every child valued, every child achieving, every child prepared for life. We know that there is a strong correlation between the way in which pupils engage and participate in learning and their eventual outcomes academically, socially and emotionally. For this reason, we have a collective, proactive and positive approach. We explicitly teach and deliberately practise routines and expectations to ensure that our children can engage purposefully, meaningfully and happily with learning, each other and the adults in their lives. We value each child's unique starting point and provide carefully scaffolded support to help them grow in independence and reach their full potential.

Our School Values

The school has four values which we expect everyone in our school community to uphold all of the time – These values are part of the fabric of our school and help our children to grow and develop into confident ambitious learners who make the most of the opportunities given to them.



Respect: for ourselves, others, the environment and our school resources



Understanding: celebrate our similarities and differences as we learn from each other and grow as individuals



Perseverance: achieving success is a process of learning, reflecting and evolving. Receiving feedback helps us to grow and become confident



Pride: in ours and others achievements, our family, our culture and our community

Please do look at our website or come and visit us if you would like to find out more about us! We warmly welcome your application.

About the Trust

Trust in Learning (Academies) (TiLA) was created in order to improve the educational opportunities and outcomes for pupils and children in the greater Bristol area, particularly in areas of disadvantage. As a Multi Academy Trust, TiLA is totally committed to delivering an **inclusive** approach to education.

Within the Trust we currently have eight schools:

- Bridge Learning Campus (all through)
- Charlton Wood Primary Academy
- Filton Avenue Primary School
- Fonthill Primary Academy
- Henbury Court Primary Academy
- Little Mead Primary Academy
- Orchard School Bristol (secondary)
- Parson Street Primary School
- Nova Primary School

To be part of TiLA is to belong to a **family** of schools, where each school has its own distinctive identity, but with an open, **collaborative** and **supportive** ethos to learn from and help each other to improve. School operations teams are supported by centralised finances, estates and human resources teams. The central education team comprises a Director of Education, a Director of School Improvement and a Director of SEND, alongside data experts and external consultants. We are an evidence-informed Trust and promote measured and sustainable improvement.

If we all Trust in Learning, then in order to obtain outstanding outcomes in exceptional schools, we need the **very best people** and the **very best leaders**. At TiLA we are committed to recruiting and retaining the most able people into the best jobs. We invest heavily in the tailored professional development of our staff with opportunities to develop expertise and experience across the Trust. For example, staff who wish to carry out action research can apply for a Developing Pedagogy research project which is supported through the University of Bristol. If you are keen to work across another school setting, we will support your career move to the best of our ability. We are building learning communities between schools through our growing team of Trust Leaders in Education (TLEs), who provide additional capacity to support and develop best practice across the Trust.

Our focus on collaboration means that everyone is part of a team. We care about your wellbeing. If you are ambitious and prepared to work hard, we will support your career development wholeheartedly and help you to be successful.

Our Offer to Staff

As proof of our commitment to staff retention and development, we offer excellent terms and conditions of employment, a friendly working environment with supportive leadership, and encourage our staff to maintain a positive work-life balance.

- Professional development opportunities across the Trust
- Paid induction and training suited to the role
- Tailored career progression through a performance management cycle for all staffing groups
- Access to Employee Discount Scheme
- Free tea, coffee and milk

- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority