



Person Specification: Pastoral Manager

Required September 2026

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Required 1st September 2026

Position: Pastoral Manager

Hawbush Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

The post holder will be expected to operate in line with Trust values which are:

- Optimism and expectation
- Trust and integrity
- Every contribution counts
- Acts of kindness are noticed and matter
- Success is celebrated

Job Requirements	Essential	Desirable
Qualifications		
Evidence of high level of written and verbal communication skills	✓	
Degree or equivalent		✓
Established and evidenced practice as a highly effective attendance lead over a prolonged period	✓	
An effective user of IT, management systems and Excel spreadsheets	✓	
Full drivers licence, access to vehicle and prepared to travel as required to fulfil the duties of the post.	✓	
Experience/Attributes		
Previous experience of working with children/young people.	✓	
To be positive and enthusiastic and to be sympathetic to the needs of others	✓	
Knowledge of child protection/safeguarding procedures	✓	
To have a positive attitude to personal development and training	✓	
Excellent interpersonal and communication skills and to work well as part of a team	✓	

Experience of being a Designated Safeguarding Lead within an education setting	✓	
Experience of working with pupils with social emotional and mental health (SEMH needs) and those who present challenging behaviour.	✓	
Experience of Child in Need and Child Protection case management, including attendance at child protection meetings.	✓	
Experience of working with external partners, including Birmingham Children's Trust, Early Help Team etc. to safeguard children and young people.		✓
Resilience, the ability to work under pressure and be able to meet deadlines.	✓	
Willingness to work out of hours and occasional weekends.		✓
Ability to think creatively and to prioritise.	✓	
Excellent communication skills (including written, oral and presentation skills).	✓	
Excellent interpersonal skills.	✓	
Good behaviour management practice, skills, knowledge and understanding.	✓	
Experience leading a pastoral team or extensive experience within a pastoral team.		✓
Experience of supporting and engaging children and young people to overcome barriers to learning and achievement		✓
Experience of supporting and engaging with young people, parents/carers/families within the field of education, social care or the voluntary sector	✓	
Excellent accuracy skills and attention to detail	✓	
Ability to work on own initiative and as part of a team	✓	
Ability to respond proactively to unexpected problems and situations	✓	
Willingness to attend training courses and meetings as appropriate and take responsibility for maintaining and improving personal skills, knowledge and experiences	✓	
Demonstrates tact, diplomacy and a high regard for confidentiality.	✓	