



STUDENT PASTORAL SUPPORT LEAD CHURCH HILL MIDDLE SCHOOL

Contract: Permanent, 37hrs per week, term-time only +5 additional days

Salary: Scale 5, SCP 12-17 (£24,598 to £26,683 actual)

Hours: Monday to Friday, 8.15am to 4.15pm with a 30 minute unpaid break

Location: Church Hill Middle School, Redditch, B98 9LR

Start date: September 2026

Closing date: 9.00am on Thursday 20th August 2026

ADVERT

Church Hill Middle School (Y5-8), part of Central Region Schools Trust, judged to be 'good' at our last Ofsted inspection, are looking to appoint a member of staff to join our Student Support team, who will be responsible for managing all aspects of pastoral care, being fully supportive of the inclusive ethos of the school. This post offers an opportunity for you to make a difference to our pupils, enabling them to be the best version of themselves. You will work closely with other staff members and pupils' families to promote positive engagement in school life, motivating and promoting positive choices that will impact their futures.

Central Region Schools Trust is part of a family of academies. Our inclusive schools are committed to social justice by providing the best possible opportunities for our young people to experience the highest quality of education. Our school works in close partnership with the others schools in the MAT and local pyramid. CRST offer a wealth of the highest quality CPD and leadership programmes and invest heavily in the development of our staff from ECTs to senior leaders.

We can offer:

- the opportunity to be part of a forward-thinking school, working collaboratively on innovative practice and evidence-informed approaches
- a dedicated, supportive and highly committed team of staff and leaders who prioritise teamwork, wellbeing and professional growth
- clear, well-established systems and processes that support consistency, reduce workload and enable staff to be effective in their roles
- strong pastoral and behaviour support structures, including shared responsibility for routines such as call-out and refocus
- high-quality training, induction and ongoing professional development to ensure you feel confident and well-supported
- a rewarding role where you can make a genuine, lasting difference to the lives of children and their families

We are looking for individuals with:

- a strong desire to join a progressive, supportive and hard-working team, driven by an unwavering commitment to putting children first
- resilience, determination and the ability to remain calm, organised and solution-focused within a busy and sometimes demanding school environment
- strong administrative skills, with the ability to manage accurate records, use school systems confidently and follow processes with consistency and attention to detail
- confident and professional communication skills, particularly when working with parents and external agencies, including in challenging or sensitive situations
- experience of, or willingness to engage in, key pastoral systems such as call-out, refocus and behaviour support routines, with a firm but fair approach
- excellent professional practice, with high expectations and a passion for nurturing a positive, inclusive and purposeful learning culture
- the personal qualities to contribute to a committed, reflective and solution-focused team of professionals
- a genuine commitment to making a sustained and positive difference to the lives of children, families and the wider community
- a proactive approach to professional growth, with enthusiasm for engaging in training, development and continuous improvement

Please visit the school website for details on how to apply www.churchhillschool.org.uk.

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS clearance. Central Region Schools Trust will undertake online checks on all successful candidates. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

Job Description

Job Title: Student Pastoral Support Lead

Reporting to: Key Stage Phase Leader, SLT, Principal

Location: Church Hill Middle School

Responsible for:

- Providing pastoral support for all pupils, promoting positive engagement in school.

Purpose

- To work as a key member of the Student Support Team, contributing to the effective day-to-day delivery of pastoral and behaviour systems across Key Stage Two
- To consistently follow, uphold and actively champion the school's established behaviour, pastoral and administrative systems, ensuring clarity, consistency and high standards for all pupils
- To support vulnerable pupils by promoting positive behaviour, engagement, self-esteem and achievement
- To work proactively with pupils at risk of exclusion or with attendance and behavioural challenges
- To contribute to strong and purposeful home-school communication, including professional engagement with parents in both routine and more challenging situations
- To support the coordination of internal and external provision, ensuring systems and processes are accurately followed
- To deliver targeted pastoral and learning support, including supervision and support within designated spaces (e.g. refocus/The Hub)
- To undertake safeguarding responsibilities, including training as a Designated Safeguarding Lead (DSL), contributing to safeguarding processes and attending relevant safeguarding meetings

Duties & responsibilities

- To consistently implement and champion the school's behaviour, attendance and pastoral systems, ensuring they are followed with accuracy and integrity
- To monitor, track and intervene to improve pupil punctuality, attendance and behaviour, using school systems effectively
- To maintain accurate, timely and high-quality records, demonstrating strong administrative practice
- To communicate confidently and professionally with parents, including in sensitive or challenging situations
- To support and manage pupils through established systems such as call-out, refocus and behaviour support routines, maintaining high expectations and consistency
- To work collaboratively with staff to ensure a coordinated and consistent approach to behaviour and pastoral support
- To contribute to the development, implementation and review of behaviour and support plans
- To support reintegration following exclusions and work closely with pupils in targeted provision (e.g. The Hub)
- To coordinate and contribute to multi-agency support, ensuring processes are followed and documentation is accurate
- To play an active role in safeguarding, including acting as a trained DSL where required, following safeguarding procedures rigorously and contributing to safeguarding meetings and casework

Specific tasks will include

- To work closely with Phase Leaders to ensure consistent communication and application of school systems
- To manage and monitor pupils on report, ensuring processes are followed rigorously
- To carry out duties, including break and end-of-day supervision, maintaining high visibility and consistency
- To investigate, record and report behaviour and safeguarding concerns in line with school procedures
- To analyse and use behaviour and attendance data proactively to inform intervention
- To maintain clear and organised documentation to support internal processes and external requirements
- To provide guidance and support to pupils facing barriers to learning and wellbeing
- To confidently use and model effective use of school systems and processes
- To contribute to safeguarding record-keeping and attend relevant safeguarding meetings as required
- To play an active role in reinforcing expectations and maintaining a calm, purposeful environment

Other specific duties

- To engage fully in safeguarding training, including DSL-level training as required, and maintain up-to-date knowledge of statutory guidance
- To engage fully in training, induction and professional development, maintaining up-to-date knowledge of school systems and expectations
- To contribute positively to a reflective, solution-focused and supportive staff team
- To undertake duties as reasonably directed, in line with the responsibilities of the role
- To carry out health and safety responsibilities in accordance with school policy
- To support the school's emergency procedures where required

Notes

- The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.
- Duties which include the processing of any personal data must be undertaken within GDPR regulations and policies.

Person Specification

Criteria	Essential	Desirable
<p>Education and Training</p>	<ul style="list-style-type: none"> • Educated to GCSE level (or equivalent), including in English and Maths. • Willingness to undertake relevant training, including Designated Safeguarding Lead (DSL) training. • Commitment to ongoing professional development. 	<ul style="list-style-type: none"> • Relevant higher-level qualifications or professional training linked to education, safeguarding or pastoral support.
<p>Experience/Skills</p>	<ul style="list-style-type: none"> • Experience of working within an educational or similar setting • Experience of supporting or managing the behaviour of young people in a consistent and structured way • Strong understanding of the emotional, social and behavioural needs of young people • Demonstrable ability to follow, apply and uphold clear systems and processes with consistency and accuracy • Confidence in using ICT systems to record, monitor and track pupil information, with strong administrative skills and attention to detail • Ability to communicate confidently and professionally with parents, including in challenging or sensitive situations • Strong problem-solving skills, with a calm and solution-focused approach • Ability to interpret and apply relevant policies, procedures and statutory guidance (including safeguarding) 	<ul style="list-style-type: none"> • Experience of working with behaviour systems such as call-out, refocus or internal provision • Knowledge of safeguarding processes and multi-agency working • Awareness of the national education agenda, including SEND and inclusion
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Resilient, calm and able to work effectively in a fast-paced and demanding environment • Ability to work with initiative while contributing positively to a team • Strong organisational skills, with the ability to prioritise workload, manage competing demands and meet deadlines • Professional, approachable and confident manner when working with pupils, staff, parents and external agencies 	

<p>Interpersonal skills</p>	<ul style="list-style-type: none"> • Ability to build positive relationships while maintaining clear boundaries and high expectations • Proactive, adaptable and committed to continuous improvement • Ability to work discreetly, always maintaining confidentiality • A consistent, firm but fair approach to behaviour and pastoral support 	
<p>Other</p>	<ul style="list-style-type: none"> • A clear commitment to safeguarding, including willingness to train and act as a DSL and attend safeguarding meetings • Commitment to consistently following and championing the school's systems, routines and expectations • Strong alignment with the ethos and values of the Trust • Excellent attendance and punctuality • Flexibility to meet the demands of the role, including duties and wider school responsibilities 	

June 2026



Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Central Regions Schools Trust – Social Justice through Exceptional Schools’.



**Central Region
Schools Trust**

Founded by the RSA

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