



## JOB DESCRIPTION

<b>Post Title: Pastoral Manager (with responsibility for Enrichment and Outreach)</b>	
<b>Department:</b> Childrens Services	<b>Establishment/Post No:</b>
<b>Division/Section: Parrenthorn High School</b>	<b>Post Grade:</b> Grade 10
<b>Location:</b> <b>Parrenthorn High School</b> <div style="margin-left: 40px;">Heywood Road</div> <div style="margin-left: 40px;">Prestwich</div>	<b>Post Hours:</b> 37 hours per week, Term time plus 5 days
<b>Special Conditions of Service:</b> Annual Leave must be taken during periods of school closure	
<b>Purpose and Objectives of Post:</b>  To work with the Pastoral Lead / senior staff to ensure students are fully supported and safeguarded to enable them to develop their personal, social and academic qualities to the full. To ensure all students are safe To support leaders in ensuring high standards of behaviour To develop pupil enrichment opportunities in support of effective personal development  To promote the importance of attendance in school	
<b>Accountable to: Headteacher</b>	
<b>Immediately Responsible to:</b>	Deputy Headteacher
<b>Immediately Responsible for:</b>	Children in school

### **Main Duties/Responsibilities:**

1. Management of behavioural issues that arise and keeping accurate records in lessons and around the school premises
2. Being a high profile presence to support all staff to better manage students' behaviour.
3. Liaise with parents and staff on student behaviour and welfare matters keeping them informed regarding disciplinary issues and actions.
4. Communicate positive and negative concerns to parents and carers working with them to ensure improvement where there are concerns.
5. Develop pupil enrichment opportunities in support of effective personal development
6. Support and promote the importance of pupil attendance in school.
7. Liaising with other relevant support agencies such as SEN, attendance team, social services and Connexions etc. to support students in difficulty.
8. Communicating key issues regarding individual students to relevant members of staff.
9. Taking steps to prevent bullying and support victims of bullying and play an active role in the school anti-bullying agenda.
10. Support senior leaders in monitoring and promoting positive behaviour throughout the school day.
11. Visit lessons regularly to support students.
12. Implement strategies to support pupils with SEMH, setting challenging and demanding expectations and promoting independence.
13. Work collaboratively with the Deputy Headteacher (Pastoral) to ensure that all students are in school, safe and happy
14. To support SLT during unstructured times
15. Establish productive working relationships with both staff and students, acting as a role model, providing support, encouragement, guidance and assistance for learning, independence, practical activities and social skills.
16. Monitor carefully behaviour trends, ensuring that a preventative approach is taken to managing student behaviour.
17. Supporting consistent application of the School Behaviour Policy and involvement in activities linked to the execution of that policy including the coordination of internal and external exclusions.
18. Support the re-integration of pupils back into mainstream lessons.
19. Supporting restorative conversations in school
20. To attend parents evening in support of pupils and their families

### **General Responsibilities**

1. To use initiative in time management to organise own workload in order to meet deadlines.
2. To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as they arise.
3. Be aware of and support difference to ensure equal opportunities for all.
4. To attend and participate in relevant meetings and events as required.
5. Help to identify own personal development needs and actively engage in the CPD programme to develop skills and improve practice.
6. Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and school policy.
7. To carry out supervision duties as directed in the break duties rota.
8. Play a full part in the life of the school, to support its distinctive mission and ethos.

Set hours to be negotiated

**Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)**

**Job Description prepared by:**

**Sign: C Bell**

**Date: December 2025**

**Agreed correct by Postholder:**

**Sign:**

**Date:**

Agreed correct Supervisor/Manager:	by	Sign:	Date:
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