



St Ralph
Sherwin
Catholic Multi Academy Trust



St. Thomas More
CATHOLIC VOLUNTARY ACADEMY



Pastoral Manager

Start Date: April 2026

Salary: Band 4 SCP 11-17

Line-manager: HOL /

AHT

The St Thomas More Mission:

We the St Thomas More family, 'aspire not to have more but be more'.

We aspire not to have the world but be more for the world.

#BeMore

Welcome

I am delighted to welcome you to St Thomas More Catholic Voluntary Academy.

We think that STM is a special place where every child is seen as an individual, and where nurturing the gifts and talents of our children is central to our mission. Our motto of 'aspire not to have more but to be more' summarises our ambition for our young people to #BeMore.

We achieve this by offering the highest quality of education possible, which includes a broad range of experiences aimed at developing the whole child and enabling all to grow in their faith in a safe and happy environment.

Our academic achievements and the standards of our pastoral care are excellent. We are very proud of the academic progress our students make and we are also very proud of the personal growth that they achieve during their time at St Thomas More.



If you choose to join the St Thomas More family, you will be joining a school which strives for excellence through our strong Catholic faith, our commitment to high standards of achievement, our high expectations of behaviour and respect for all, and a belief in developing a love of learning and healthy living.



Mr D Redfern
Headteacher

About this post



The Post

We are looking to appoint a dedicated and experienced Pastoral Manager to join our supportive team at St Thomas More Catholic Voluntary Academy. This is a key, term-time only position that focuses on ensuring all students are able to fully engage with their education by removing barriers to learning. The successful candidate will be committed to improving pupil welfare, behaviour, and attendance, and will work closely with staff, families and external agencies to achieve positive outcomes for all.

The Role

The Pastoral Manager will take a lead on pastoral care across the school, supporting students on an individual and group basis, particularly those facing additional challenges such as SEND, behavioural issues, or poor attendance. This role involves close collaboration with teaching and support staff, as well as external services, to develop and implement effective interventions. The successful candidate will also contribute to whole-school policy and practice, act as a key point of contact for parents and carers, and maintain high standards of safeguarding and student wellbeing throughout the school.

#BeMore

*‘Aspire not to have more
but to be more’*

Saint Oscar Romero



Person Specification

	Essential	Desirable
A Training and Qualifications		
<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade C in English and maths • DSL Training or equivalent • ELSA training or equivalent 	Y	Y Y
B Experience		
<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health) • Experience supporting and working with parents of young people with additional needs • Experience planning and delivering targeted interventions • Experience working with colleagues and external stakeholders (e.g. from external agencies) 	Y Y Y Y	Y
C Professional Knowledge and Skills		
<ul style="list-style-type: none"> • Open, honest and an active listener • Effective written and verbal communication skills • Knowledge of the barriers to learning that pupils may face • Tailoring plans and interventions to individual pupils • Very good ICT skills to use IT systems and to conduct analysis and produce reports • Able to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with pupils and parents/carers • Able to challenge barriers and blocks to provide an effective service 	Y Y Y Y Y Y Y Y Y	Y
D Personal Attributes		
<ul style="list-style-type: none"> • Patient, calm and resilient • Acts with pace and urgency being energetic, enthusiastic and decisive • Is adaptable to change • Excellent interpersonal and communication skills • Methodical, with a good attention to detail • Wants to provide the best possible opportunities for all pupils • Organised, good time management, proactive and self-motivated • Upholds and promotes the ethos and values of the school 	Y Y Y Y Y Y	



St.Thomas More

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• Able to work under pressure and prioritise effectively	Y	
• Maintains confidentiality at all times	Y	
• Committed to safeguarding, equality, diversity and inclusion	Y	
• A commitment to professional learning	Y	

Attributes identified in the application and interview process



Job Description

Pastoral Manager

Reporting to:	Head of Learning, Assistant Headteacher for Pastoral
Accountable to:	Headteacher, Deputy Headteacher, Assistant Headteacher for Pastoral, Head of Learning
Liaising with:	Form Tutors, Student and Family Support Worker, Middle Leaders, SLT and external agencies such as social care
Grade/Salary:	Band 4 SCP (11 – 17)
Hours:	37 hours per week, 39 weeks of the year
Location:	St Thomas More Catholic Voluntary Academy

Core Purpose

The core purpose of the role of the Pastoral Manager is to enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.

Specific areas of responsibility and key tasks

Working with pupils

Identify strategies to help overcome individual pupils' barriers to learning

- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions
- Co-ordinate the development of pupils' individual support plans and review ongoing progress towards set goals
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy
- To develop a programme of interventions for targeted students
- To assist with the implementation of individual support/behaviour/mentoring and personal learning plans
- Encourage student participation in the out-of hours activities
- Be a visible proactive presence around school

Working with staff

- Make sure each member of staff has access to, understands and can apply consistently, the school's pastoral procedures and strategies, especially new staff
- Liaise with teaching staff to support monitoring activities on individual pupils' behaviour
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans

- Work with Heads of Learning and senior leaders to develop whole-school pastoral care policies and action plans
- Participate in meetings, as required
- Contribute to the school's pastoral management system and on-call provision

Working with parents/carers and external agencies

- Act as the lead point of contact for parents/carers in relation to pastoral and behavioural issues, involving relevant staff members as necessary
- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Maintain regular contact with parents/carers to discuss their child's progress, behaviour and attendance
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Communicate with parents/carers about specific support in place for their child
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Administration

- Maintain accurate records of interventions and relevant meetings
- Facilitate the transfer of relevant pupil information inside and outside the school
- Make sure that pupil medical information is updated and that staff are aware of the individual medical needs of pupils
- Complete relevant paperwork required by external agencies
- Document relevant concerns and information on school selected programmes such as SIMS and CPOMS

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
 - Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
 - Support and attend meetings related to students within the Child Protection/Child in Need context
 - Liaise with the Student and Family Support Worker regarding concerns/initiatives to support pupils and families.
 - Promote the safeguarding of all pupils in the school
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General Responsibilities

- Attend the schools Celebration Evenings, Open Evenings, parents evenings and New Intake Evenings to meet with parents and celebrate the schools successes
- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.



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