



Job Description: Pastoral Manager

Post holder: [To be confirmed]

Contract: Full-time 37 hours per week, term-time

Salary: SCP 15 – 22 (£26,959 – £30,259)

Responsible to: Head of Year

Role Overview

The Pastoral Manager plays a key role in maintaining a calm, safe and orderly learning environment where all students can thrive. The post holder will uphold the Park View Code and school values, promote high standards of behaviour and attendance, and support students to achieve their full potential.

The role involves building positive relationships with students, families and staff; identifying and addressing barriers to attendance and engagement; and working with external agencies to safeguard student welfare and promote success for all, particularly disadvantaged and vulnerable students.

Key Responsibilities

1. High Standards and Expectations

- Uphold the Park View Code and promote consistently high standards of behaviour, attendance, punctuality and uniform.
- Maintain a visible, proactive presence across the year group, particularly during social times and transitions between lessons.
- Support teaching staff by responding promptly to classroom behaviour incidents and undertaking lesson removal duties as required.
- Investigate behaviour concerns and apply the school's behaviour-for-learning procedures fairly and consistently.
- Monitor lateness, early departures and students absent from lessons.
- Celebrate achievement, positive conduct and extracurricular participation through assemblies, rewards and other school systems.
- Model the highest standards of professionalism, conduct and attitude.

2. Student Support and Guidance

- Build positive, respectful relationships with students, developing a strong understanding of their individual needs and circumstances.
- Provide guidance, encouragement and recognition to promote engagement, confidence and achievement.
- Work closely with tutors and Heads of Year to share relevant information and coordinate student support.
- Promote restorative approaches to resolving conflict and improving behaviour.
- Support transition between key stages, sites and phases, with particular attention to vulnerable students.
- Refer safeguarding concerns promptly to the Designated Safeguarding Lead (DSL) or appropriate designated officer, in line with school procedures.

- Maintain appropriate confidentiality and act in the best interests of students.
- Be willing to undertake appropriate training to become a First Aider.

3. Attendance and Punctuality

- Promote excellent attendance and punctuality, identifying and addressing barriers to regular school attendance.
- Support the Attendance Manager with first-day absence calls and text messages.
- Monitor attendance patterns and punctuality, maintaining accurate and up-to-date records.
- Participate in attendance planning meetings and support targeted interventions to improve attendance.
- Process requests for holidays during term time in accordance with school procedures.

4. Student Welfare and Safeguarding

- Monitor students who are out of lessons, including those using authorised time-out or toilet arrangements.
- Coordinate student appointments with the school nurse, counsellors and other support services.
- Identify concerns affecting students' welfare, progress or engagement and communicate these promptly to relevant colleagues.
- Work sensitively with students and promote a supportive, inclusive environment.
- Liaise proactively with parents, carers and external agencies to resolve concerns and support positive outcomes.

5. Communication and Partnership Working

- Maintain regular communication with Heads of Year, tutors, Student Support staff and other relevant colleagues.
- Work collaboratively to ensure students remain engaged in learning while receiving appropriate support.
- Attend case conferences and provide relevant information to inform planning and decision-making.
- Escalate concerns to the Head of Year where further intervention or referral to external agencies may be required.
- Communicate professionally with parents, carers, external agencies and all other stakeholders, representing Park View School positively.

Other Duties

Undertake any other reasonable duties as directed by the Headteacher, consistent with the responsibilities of the role.