

Vacancy Details

Pastoral Manager

Full time

Grade 5 scale point 12 £28,598 FTE
(actual salary £24, 707.82)

Full Time 37 hours a week permanent - Term Time only
(Monday to Thursday 8 – 4pm, Friday 8 – 3.30pm.)
38 weeks per year plus 5 days INSET

Required as soon as possible

Closing Date: Friday 20th March



Do you want to work in a school where behaviour is exceptional, and teachers can teach as the expert in the room? Do you want to work in a school where staff are valued, supported and developed? Will you be the best Careers Advisor that you can be and a member of staff that colleagues can rely on? Will you put our students and their futures first?

Job Summary: This is a key and exciting role within our school ethos of developing the whole person. You will provide high-quality pastoral support and inclusive provision for students who face barriers to learning. The postholder will work closely with pastoral leaders, safeguarding teams, families and external agencies to improve attendance, behaviour, wellbeing, and academic outcomes, ensuring every student can thrive at Ridgeway Secondary School.

Ridgeway Secondary School is a great school, a place where the very best staff want to work with amazing students in a supportive environment. In May 2025 we were judged as “outstanding” in 3 categories by Ofsted were extremely proud to be officially recognised as the most improved state funded secondary school for Progress 8 in 2024. Come and visit us to see for yourself, the incredible progress that we have made in such a short space of time and the amazing learning and working environment that we have created.

You will have the highest expectations, knowledge, skills and commitment to supporting our students and colleagues. You will strive to make a positive difference to our students in every aspect of their development. You will have integrity, be ambitious, tenacious, caring, driven and a team player. The role will be challenging and exciting, and you will be supported by senior leaders and the wider trust with opportunities for progression as both the school and trust grow.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Hayley Rea. Further information, including job description, person specification and application form, are available from the school website www.ridgewaysecondary.org.uk, alternatively please email hrea@rss.shiresmat.org.uk.

Ridgeway is an equal opportunities employer, and all appointments are subject to appropriate checks for child protection and safety. Applications should be made via the Ridgeway application form addressed to Mrs H Rea, PA.

Safeguarding Statement

Ridgeway Secondary School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance and satisfactory references.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In accordance with our statutory obligations under Keeping Children Safe in Education, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity. Ridgeway Secondary School is a company limited by guarantee - Registered in England No. 7610791.

Job Description

Post Title – Pastoral Manager

Salary Scale: Grade 5 scale point 12 £28,598 FTE (actual salary £24, 707.82)

Full Time 37 hours a week permanent - Term Time only (Monday to Thursday 8 – 4pm, Friday 8 – 3.30pm.) 38 weeks per year plus 5 days INSET

Responsible to: Assistant Headteacher (Pastoral)

Key Responsibilities:

Pastoral & Student Support

- Provide day-to-day pastoral support to identified students, promoting wellbeing, engagement and positive behaviour.
- Act as a key point of contact for students and families to address safeguarding, attendance, behaviour and welfare concerns.
- Monitor student progress, attendance, punctuality and behaviour, implementing targeted interventions where needed.
- Support reintegration of students returning from absence, suspension or alternative provision.
- Liaise with safeguarding leads, external agencies and parents to support vulnerable learners.

Behaviour & Inclusion

- Support behaviour improvement plans and promote consistent application of school policies.
- Provide mentoring, coaching and restorative approaches to support behaviour change.
- Help create a safe, inclusive environment where students feel valued and able to succeed.

Attendance & Engagement

- Support attendance initiatives and interventions, working closely with the attendance team.
- Maintain communication with families regarding attendance, wellbeing and engagement.

Collaboration & Whole School Contribution

- Work as part of the wider pastoral, safeguarding and SEND teams.
- Uphold the ethos, safeguarding responsibilities and professional standards of Ridgeway Secondary School.

Other Duties

- To carry out the professional duties as reasonably requested by the Headteacher.
- To act as a role-model for students and other members of staff and represent the school in a manner consistent with its ethos and values.
- To ensure that all work with students underpins and promotes the school's ethos and values as reflected in the School's Aims & Values.

- To promote and safeguard the welfare of all students at Ridgeway Secondary School.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake such other duties/training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Academy's Health & Safety Policy.
- To attend school training days as required.

Commitment to Safeguarding Children:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with by:
- Acting as a Deputy DSL where required to support the smooth running of safeguarding systems across the school.
- Having excellent knowledge of the school safeguarding policy and procedures regarding child protection.
- Becoming aware of the signs and symptoms of abuse by attending relevant safeguarding training.
- Understanding and support the school by attending training relevant to current national safeguarding issues such as The Prevent Duty, Child Exploitation, Female Genital Mutilation.
- Reporting all causes for concern to the Safeguarding team using detailed and accurate information.
- Ensuring the safety of all students in the school learning environment both indoor and outdoor.
- It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (or in the case of staff to report to the Headteacher).

School Ethos:

- To play a full part in the life of the school community, to support its values and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with the school's GDPR policy.
- To comply with the school's Code of Conduct for employees.

Equalities:

- To understand and comply with the Equality Information and Objectives Policy.
- The Trust is committed to the promotion of equal opportunities and diversity.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

What We Offer

- A supportive, ambitious and inclusive school community.
- Opportunities for professional development and career progression.
- A strong pastoral ethos focused on student success and wellbeing.
- The chance to make a significant difference to students' lives.

Notes:

1. The School 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.
2. 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 School's Equal Opportunities Policy.

Signatures:

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade. The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Special Requirements:

An enhanced Disclosure and Barring Service (DBS) check and references will be requested in the event of a successful applicant. Where applicable, a prohibition from teaching check will also be completed.

Signed
(Issued by - Headteacher)

Signed
(Received by – staff member)

Dated

Dated

Pastoral Manager Person Specification:

Qualifications	Essential	Desired
GCSE Qualifications including Maths and English or equivalent.	✓	
Knowledge and Experience	Essential	Desired
Proven ability to support students with behavioural, social, emotional or academic barriers.	✓	
Previous experience in safeguarding as a DDSL or in another professional capacity.	✓	
Strong understanding of safeguarding, inclusion and pastoral care.	✓	
Experience working with students in a pastoral or special educational needs context		✓
Experience working in a secondary school setting.		✓
Experience delivering intervention programmes.		✓
Training in safeguarding, restorative practice or trauma-informed approaches.		✓
Leadership aspirations within pastoral or inclusion roles.		✓
Skills and Attributes	Essential	Desired
Excellent interpersonal and communication skills.	✓	
Ability to build positive relationships with young people and families.	✓	
Strong behaviour management and interpersonal skills.	✓	
Good communication skills	✓	
Excellent role model for staff and students	✓	
Ability to generate ideas	✓	
Able to listen and empathise	✓	
Ability to use own initiative	✓	
Data-informed approach to improving attendance, behaviour and outcomes.		✓
Ability to prioritise workload and work independently	✓	
Resilience, empathy and commitment to inclusion	✓	
Attention to detail	✓	
Excellent ICT skills	✓	
Ability to work collaboratively within a pastoral and teaching team.	✓	
Personal Qualities	Essential	Desired
Alignment with Trust values of Nurture, Equity, Service and Wisdom.	✓	
Excellent interpersonal and communication skills with students, staff, parents, and external partners	✓	
Ability to motivate and inspire students	✓	
Highly motivated and organised	✓	
Enthusiastic and committed to support others beyond the school day	✓	
A forward-thinking approach	✓	
A passion for learning	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure and have a sense of humour	✓	
Ability to meet deadlines	✓	
Drive, adaptability and resilience	✓	

Ability to be discrete and understand professional boundaries	✓	
A desire to undertake continuous professional development in Careers education	✓	
Other Requirements	Essential	Desired
Enhanced DBS Disclosure	✓	
Ability to understand and demonstrate a commitment to equality and diversity	✓	
Appropriate level of safeguarding training	✓	
Qualified First Aider		✓