



# PASTORAL MANAGER

## JOIN OUR TEAM

**Post Title:** Pastoral Manager (& Deputy DSL)

**Contract Type:** Permanent (Term time only, 39 weeks per year)

**Reporting to:** Assistant Headteacher - Pastoral

**Salary Range:** £33,178 - £36,369 pro rata per annum (actual salary £28,501 - £31,242 pa)



# ROLE PROFILE

We are seeking a compassionate, resilient, and enthusiastic Pastoral Manager to provide leadership and support for the pastoral care of students, ensuring their well-being, safety and personal development. The successful candidate will work closely with the Heads of Year in developing strong links between the school and families in order to improve social, emotional and educational outcomes for all students.

The Pastoral Manager will provide both ad-hoc support and ongoing pre-arranged support for students with social and emotional needs, helping them through difficult situations and signposting them and their families towards additional support should it be deemed necessary.

This is a rewarding opportunity to make a genuine impact on the lives of young people.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. If you are a dedicated and enthusiastic individual who is ready to make a positive impact on the lives of our students, we encourage you to apply.

## USEFUL LINKS



[Vita Multi Academy Trust](#)



[The History of Perins School](#)



[Our Ofsted report](#)



[Meet our Head of School  
Mr Nevola](#)

# PASTORAL MANAGER ROLES AND RESPONSIBILITIES



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*Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.*

**Team Leader**

- Work closely with students to address pastoral needs, providing guidance and support for their emotional, social and behavioural development.
- Be a point of contact for students experiencing difficulties, offering a listening ear and effective strategies to cope.
- Deputise for the Designated safeguarding lead, working closely with families and external agencies to provide appropriate and timely support for students known to social care.
- Monitor, manage and respond to safeguarding concerns raised for students in allocated year groups, maintaining detailed records of any subsequent meetings and actions.
- Manage a caseload of students who are known to social care and be their first port of call for those students and main point of contact for their families and involved external agencies.
- Provide a first point of contact for parents/carers for pastoral needs or concerns.
- Play a lead role in the transition of new students and ensure students and families are suitably welcomed into the school.
- Support the heads of year with investigations into allegations and liaising with parents and guardians to address concerns related to students' behaviour.
- Assist the Attendance Officer and Heads of Year with implementing intervention strategies to improve student attendance and/or truancy.
- Assist with administration, planning and organising of year group specific events such as parent's evenings, information evenings and enrichment opportunities.
- Assist the heads of year in providing contextual advice and support to teaching staff in order to help manage specific students' behaviour.



*Aspire* **TODAY** *Inspire* **TOMORROW**

## Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English.
- Degree level education is desirable but not essential.
- Safeguarding Lead training would be an advantage.

## Experience

- Experience of working with children or young people is essential.
- Having previously worked in a pastoral role would be advantageous.
- Understanding of child protection and safeguarding processes,

## Essential Skills

- Strong communication skills, with the ability to build positive relationships with students, staff, and parents.
- Ability to connect and relate to young people.
- Able to work in a pressurised environment, and to organise and prioritise.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.
- A positive, proactive attitude and the ability to work effectively as part of a team.
- Empathetic and people driven.

# BENEFITS



**Remuneration:** Support staff salaries are based on HCC grades.



**Holiday:** Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



**Pension:** Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



**Discounts:** We offer a wide range of voluntary discounts via our partners KAARP.



**Childcare:** Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



**Training :** We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Pastoral Manager position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

# GUIDANCE FOR APPLICATION FORM COMPLETION

## **Employment History**

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

## **Formal Education**

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

## **Safeguarding Children and Adults**

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by Vita Multi Academy Trust.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

## **Additional Tips:**

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

***Mark Nevola - Head of School***

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