



St. Paul's Academy

Lead Pastoral Manager Job Description

The Lead Pastoral Manager plays a critical role in St. Paul's Academy's pastoral structure. They bridge the gap between the classroom, the home, and external support agencies.

Core Purpose

Under the direction of the Vice Principal, manage the pastoral support system across the school, ensuring a safe, inclusive, and disciplined environment where students can thrive emotionally and academically.

Person Specification

- Has a clear understanding of St. Paul's Academy principles and a strong moral purpose
- Is innovative, identifying and solving challenges with empirical creativity, removing rather than creating obstacles to progress.
- Has determination to see things through.
- Has the courage and conviction to take risks and take difficult decisions wisely.
- Is insistent on a consistent approach, individually and across the pastoral team
- Has drive and determination but a deep sense of personal humility and reflection.
- Has a belief in people and is uncompromising in wanting the best for students.
- Has credibility and the support of all staff to get things done.
- Is prepared (and empowered) to hold others to account.
- Experience of partnership/multi-agency working.
- Experience of working as part of a team or independently as required.

Key Responsibilities:

1. Strategic Leadership of Pastoral Care:

- Oversee the implementation of the school's behavior policy, ensuring consistency and fairness across all year groups.
- Have strategy oversight of St. Elizabeth (internal alternative provision suite) supporting the daily running of both the Moving Forward Programme (supportive) and the Rethink Programme (sanction)
- Alongside year teams, support with the creation and monitoring of individual reports and pastoral plans
- To work alongside the Vice Principals, SLT, Heads of Department & Head of Key Stages to drive the formation of "rounded" students that fulfil our values of being "God's Work of Art" within wider society.
- To communicate a clear moral purpose and articulate our values that are understood by staff, students, families and governors.

2. Safeguarding: Act as a Deputy Designated Safeguarding Lead (DDSL):

- Manage caseloads of selected students and identify students at risk
- Have a sound understanding of the complex contextual safeguarding issues of the school and local community



- Attend CIN/CP/LAC meetings where needed, acting as a point of contact for external professionals
 - Attend Safeguarding team meetings
3. *Student Support & Intervention:*
- Lead on interventions for select students such as Conflict Resolution, Zones of Regulation, Lego Therapy etc.
 - Lead restorative justice meetings between students or between staff and students.
 - Monitor pupils' response to intervention and, where appropriate, modify or adapt the activities to achieve the intended outcomes
4. *Mental Health:*
- Coordinate support for students struggling with anxiety, self-harm, or bereavement, often liaising with the school counselor.
5. *Line Management:*
- Lead a team of pastoral managers and behaviour mentors
 - Under the direction of the Vice Principal, support the management of Heads of Year (HOY) and Deputy Heads of Year (DHOY)
6. *Liaison & External Partnerships:*
- Work closely with Alternative provisions and other schools to facilitate Off Site Direction and Alternative provision placements.
 - Monitor the tracking of visits to students who are on Off Site Direction placements and Alternative provision placement, ensuring appropriate checks and paperwork and completed and saved for each child.
 - Meet with families and professional networks (where needed) to review placements in a time fashion
7. *Parental Engagement:*
- Act as the primary point of escalation for complex parental concerns and lead reintegration meetings after exclusions.

Typical Daily Tasks

- Leading morning "gate duty" to greet students and monitor uniform
- Reviewing the previous day's behaviour logs and assigning sanctions or rewards
- Attending "Team Around the Family" (TAF) or Child Protection meetings, updating key staff and CPOMS/MyConcern
- Patrolling "hotspot" areas during break and lunch times to ensure safety.
- Supporting walk the building
- Meeting with students who have been removed from lessons to discuss their behaviour
- Closely working with HOYs and DHOYs to ensure high standards are maintained, any incidents are followed up and sanctions (where appropriate) are issued
- Lead detention, supported by year teams, to ensure a productive and reflective environment
- Support with end of day dismissal ensuring a calm and orderly dispersal of students from the academy site and local area
- Any other duty assigned by the Principal