



**Stockport School**

## **Job Description**

### **Assistant Pastoral Manager**

**Salary:** Scale 5, Points 12-17

**Hours:** 35 hours per week, Term time, plus 2 days only

8.20am – 4.00pm (Monday–Wednesday)

8.20am – 4.30pm (Thursday)

8.20am – 3.30pm (Friday)

*(40-minute unpaid lunch break each day)*

*(With opportunity for additional paid overtime to supervise interventions, student enrichment clubs, lunch duties, and student work at lunchtime and after school).*

**Post reports to:** Head of Year and/or SLT Line Manager

#### **Main purpose of the post:**

- To establish positive relationships with students, parents, staff and external agencies in line with the school's vision and values.
- To support the Pastoral Team and assigned Head/s of Year in the leadership of a Year group and Tutors to excellence through high quality pastoral support, ensuring high attendance, identifying behavioural issues and finding strategies to intervene, monitoring progress.

The Assistant Pastoral Manager is a member of the school Pastoral Team and is responsible for aiding the Pastoral Team and Heads of Year to ensure that all students are happy and successful at Stockport School.

The Assistant Pastoral Manager will work with the Pastoral Team and assigned Head/s of Year to ensure that each student:

- Achieves their academic potential
- Has good attendance and punctuality
- Has high standards of personal behaviour, uniform and appearance
- Is supported in relation to any personal barriers which could limit their success
- Is protected in situations where other students fail to uphold the school standards
- Follows the 'Stockport School Way' and adheres to our PROUD school and community values

#### **Main Responsibilities and Duties:**

To be fully involved in the support of the Pastoral Team and assigned Head/s of Year:

- Assist the Head of Year/s in managing the range of pastoral issues of students
- Assist the Head of Year/s in keeping accurate records & wider general administrative tasks relating to the role
- Assist the Head of Year/s in the analysis of data to inform strategic planning of support
- Assist the Head of Year/s in quality assurance of the wider Pastoral system
- Assist the Head/s of Year in organising celebration assemblies/events
- Assist the Head/s of Year and Attendance Team to monitor the attendance and punctuality of students in the assigned Year groups and to intervene where concerns exist
- Assist the Head of Year/s to ensure an effective intervention and prevention strategy so that all students can access support for their mental health and wellbeing
- Specialise/lead in at least one area/role of whole school Pastoral support as agreed with the Associate Deputy Headteacher



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





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- To mentor individual students as requested by the Head/s of Year and/or SLT lead
- To keep parents/carers informed of any concerns and hold meetings with parents/carers where appropriate ensuring notes are taken and recorded on to Edukey (or any alternative system) if required
- Support the Designated Teacher by attending meetings and reviewing Personal Education Plans for Looked After and Previously Looked After students
- Support the DSL and Deputy DSLs by attending meetings, liaising with external agencies and communicating risk assessments to colleagues to keep students safe
- To provide administrative support to the Head of Year/s as required, including preparation of reports, letters and minutes
- Ensure the participation of students in events and other extra-curricular activities throughout the school year
- Carry out daily pastoral supervision duties before and after school, and at breaktime (and where possible, additional voluntary paid lunchtime supervisory duties)
- Carry out occasional timetabled supervision duties in the internal exclusion/behaviour management room
- Carry out occasional timetabled On-Call Patrol duties
- To attend appropriate training and to disseminate that training where appropriate
- Carry out other duties as required and as are commensurate with the grade of the post.

### **Other Responsibilities and Duties**

- To build upon the anti-bullying, anti-harassment and anti-discrimination work within the school
- To lead on events that promote the PROUD school values
- To promote and reinforce school policies and procedures including Safeguarding and Health and Safety
- To maintain confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the development and implementation of the overall ethos/work/aims of the school
- To develop constructive relationships and communicate with other agencies/professionals

### **Health and Safety**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

### **Other Professional Responsibilities**

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

Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.





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Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description agreed correct by:**

**Post Holder:**

Signed: .....

Date .....

**Headteacher:**

Signed: .....

Date .....

**Date: March 2026**

