



The Rudheath Senior Academy

Pastoral Manager

Pastoral Support Team

National Joint Council Pay Scales

Suitable for new or experienced candidates

Middlewich Road, Northwich, Cheshire, CW9 7DT

www.rudheathsenioracademy.org.uk



About the Role

Pastoral Manager

Autumn 2025



Pastoral Manager

Are you an individual who can positively impact the day-to-day experience of the children in our school? Do you have high aspirations and expectations for young people? **If so, Rudheath Senior Academy is the school for you!**

Pastoral managers are key positions within our school and are responsible for the personal development and welfare of pupils in Year 7 to Year 11. Our ideal candidate will possess excellent leadership, management and communication skills and will have demonstrated an ability to work with young people and their families successfully.

More importantly is the desire to want to see children thrive, to be successful, grow resilience and be aware of the opportunities open to them to reach their full potential in school and beyond it in the next stage of their lives.

We feel that this role is not just about qualifications and experience, it is about personal and communication skills. The expectation is that the team will challenge and champion pupils to make the right choices, whilst guiding and supporting them.

Key attributes for the role include:

- Experience as a Pastoral Manager or other educational background.
- A passion for working with young people within a school setting.
- The ability to be self-motivated and undertake pastoral support proactively.
- A relationships-based approach to working with staff, students and parents/carers.
- A reflective individual with excellent organisational skills.

“This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for.”

- Ofsted, 2023



Key Elements of the Role

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Key elements of the role will be:

- To support the vision and strategic direction of Rudheath Senior Academy by providing outstanding pastoral care that reduces barriers to learning.
- To work in collaboration with the SLT, Heads of Year and other pastoral staff, to manage the personal development, behaviour and welfare of students.
- To deliver a positive holistic approach to pastoral management; providing staff with useful information, advice and guidance to increase standards in attitude to learning.

Responsible to: Deputy Headteacher

Salary: National Joint Council Pay Scales. SCP20 – SCP25 (£32,597- £36,363 FTE). £28,125 – £31,374 pro-rata per annum.

Key Relationships: Pupils, Faculty Team, Senior Leadership Team, Teaching & Support Staff, Form Tutors, Parents/Carers

Working Pattern: 37 hours per week, Monday to Friday 08:00am – 16:00pm, Term Time Only.

Contract: Fixed Term for 12 Months

Disclosure Level: Enhanced

School Visits: If you would like further information, to have an informal conversation, or to arrange a school visit, please contact Christine Williams, Headteacher, by emailing cwilliams@rudheathsenioracademy.org.uk.

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Job Description

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Summary of Main Duties and Responsibilities

- To set and maintain high standards of attendance, punctuality, uniform, behaviour and manners amongst all students.
- Contribute to safeguarding/vulnerability reports on a regular basis to line management and the Trust highlighting key concerns, trends, gaps, progress, attendance and behaviour. Provide an energetic and creative approach to establishing and maintaining contact with children and families.
- Work with appropriate staff to develop individual action plans to improve attendance with individual learners where their attendance gives cause for concern.
- Within the school's student tracking and monitoring system, develop appropriate assessment and intervention programmes for pupils who may require pastoral intervention.
- To develop, plan and implement strategies to address the pastoral needs of students (including the Child Protection needs) within the year team and the wider school, and to offer information, advice and guidance to other staff regarding the support of students.
- To ensure that students experience a consistent approach across the school in respect of praise and, where appropriate, sanctions.
- To be a visible presence across the school, modelling expected behavioural routines and effective behaviour management techniques.
- To carefully track the students in the year group in a holistic manner; acting, where appropriate, as an advocate for students liaising with members of staff to provide support to targeted students, to raise achievement and improve behaviour.
- Monitor and evaluate student's responses, progress and achievements against the action plan through techniques such as observation, gathering and analysing relevant data.
- Establish and maintain positive and appropriate mentoring relationships with students that engages, motivates and removes barriers to learning, aimed at achieving the goals defined in their action plan.
- Maintain regular contact with parent/carers of students in need of additional support, to keep them informed of the students' objectives and progress, and to secure positive family support and involvement.
- Take part in on-call systems each day and visit classrooms every lesson, every day to support students and staff.
- Be a 'point of contact' between the school and external agencies involved in supporting students, proactively initiating and establishing links with other services as necessary, and maintaining positive working relationships to facilitate successful outcomes for students.

Person Specification

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	Essential	Desirable	Method of Assessment
Education and Qualifications			
Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4).	X		Application/Interview
Further relevant qualifications/training at equivalent to a NVQ level 4 (e.g. social services, youth and community, probation, police, counselling) or be able to demonstrate equivalent knowledge, experience and skills.		X	Application/Interview
Commitment to personal and professional development, including an up-to-date awareness of the development of all aspects of the role.	X		Application/Interview
Experience			
Successful experience of working with young people.	X		Application/Interview
Successful experience of communicating with parents and other stakeholders in a formal settings.		X	Application/Interview
Experience of working in a school environment.		X	Application/Interview
Skills, Ability, Knowledge			
An understanding of and commitment to safeguarding and promoting the welfare of children and young people.	X		Application/Interview
A good understanding of pastoral and academic care strategies.	X		Application/Interview
Well organised, calm, and very positive, confident and assuring.	X		Application/Interview
Able to encourage, inspire, motivate children.	X		Application/Interview
Able to quickly engage and build appropriate relationships with children.	X		
Personal Qualities			
High levels of resilience, integrity, honesty, and credibility.	X		Application/Interview
Motivated and confident in own abilities, self-starter with a can-do attitude.	X		Application/Interview
Excellent timekeeping.	X		Application/Interview
Flexible approach to work.	X		Application/Interview
Self-motivating with a positive outlook and attention to detail.	X		Application/Interview
Ability to build and work as part of an effective team, as well as being able to use initiative and work independently.	X		Application/Interview
Friendly disposition and ability to apply empathy and sensitivity.	X		Application/Interview

Recruitment Information

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How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website (www.rudheathsenioracademy.org.uk), and send this to recruitment@rudheathsenioracademy.org.uk by the closing date and time.

Closing date: **Friday 17th October 2025**

Time: **09:00am**

Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



Why North West Academies Trust?



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NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medish Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s
Eyes to the
Wonderful World of
Possibility”*

