

Pastoral Support Manager X 2

Candidate Pack

Salary: MAT 6—SCP 18-23
£31,537—£34,434 FTE (£28,068—
£30,646 pro-rated)

Contract Type: Permanent

Contract Term: Full time-
Term time plus 10 days

Location: The Heath School,
Clifton Road, Runcorn, WA7
4SY



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Contract Type

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Hours

37 hours per week/Term time plus 10 days

Closing Date

29th June 2026

Are you passionate about making a real difference to the lives of young people? Do you have the drive, resilience, and commitment to support students in overcoming barriers to learning and achieving their full potential?

The Heath School are seeking a dedicated and proactive Pastoral Support Manager to join our pastoral team. This is a key role within the school, focused on promoting positive behaviour, improving attendance, and supporting the wellbeing and engagement of students.

As a Pastoral Support Manager, you will work closely with students, families, teaching staff, and senior leaders to provide high-quality pastoral care and targeted interventions. You will play a vital role in identifying early concerns, supporting behaviour and attendance improvement, and ensuring students receive the right support at the right time.

About You

The successful candidate will:

- Have experience working with young people in an educational, pastoral, youth work, social care, or related setting.
- Demonstrate excellent interpersonal and communication skills.
- Be skilled in managing challenging situations with professionalism, empathy, and consistency.
- Have a strong understanding of safeguarding and child protection responsibilities.
- Be able to work effectively with families, external agencies, and multidisciplinary teams.
- Possess strong organisational and administrative skills.
- Be committed to promoting equality, diversity, inclusion, and student wellbeing.

Why Join Us?

At The Heath School, staff wellbeing and development are at the heart of what we do. Many colleagues have grown their careers here, and our Principal is a proud former student.

We offer:

- A supportive, collaborative environment within school and across the Trust
- A positive teaching and learning culture
- Professional development opportunities
- Access to an Employee Assistance Programme
- A flexible approach to personal leave requests
- Staff wellbeing support including flu jabs, social events, and even fortnightly cake!

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The Heath is a highly successful and extremely popular school in the heart of the community of Runcorn. We are currently oversubscribed in every year group, with over 1200 students on roll. The Heath is the founding school of **The Heath Family Trust** which includes 8 schools, 3 secondary and 5 primary. We are a truly comprehensive school which embraces students of all backgrounds. We are fully inclusive and supportive of all students in the challenges they face growing up, of which none are more difficult than the teenage years. The way in which we support the local community, most of all our students, is the reason why generation after generation of families continue to send their children to our school. They see us as family.

Our Students

Our students are amazing. They are a pleasure to work with day to day. They inspire us, as staff to work hard for them and give them the opportunities they deserve, both academically and socially. Anyone wanting to work at our school has to be child centred and dedicated to supporting each individual pastorally, ensuring they are cared for, they develop their character and go on to fulfil their potential. We are so proud to see so many of our students go on to their chosen destinations year after year and ultimately, into a range of incredible professions locally, across the UK and abroad.

Professional Development and Staff

As you would expect we place great value in ensuring the right CPD is in place to maximise the effectiveness and efficiency of all our staff in their respective roles. We have the perfect blend of experience and youth across the staff body. This means there is a wealth of support available to staff at all levels, alongside the passion and enthusiasm new staff bring. The teamwork and moral of the staff make it an extremely enjoyable place to work. We reward commitment and dedication to our students, that is why so many staff stay with us for long periods of time, achieving career progression.

- A supportive and collaborative working environment in school and within the Trust.
- A positive school culture and classroom environment conducive to teaching.
- Access to high-quality training and development opportunities generated through evidence based research.
- Annual application process to engage in NPQs of choice, 26% of our staff currently hold an NPQ or are engaged in an NPQ through our school.

Quality of Education

At The Heath School you will find that you have the capacity to be able to teach. Each department has a fully developed curriculum which provide guidance as to the delivery plan for each year group but also allow for each teacher to be innovative and creative, to teach to their style and to meet the needs of their students. We have used a wealth of evidence based research to develop our **Heath Standard for Teaching**. Our students are eager to learn and expect to be stretched and challenged, behaviour in lessons and around the building is of the highest standard, **The Heath Standard**. Our results over the last 5 years are deeply satisfying, our students attaining in line with the national average or above for progress and achievement consistently across all subjects.

Job Description

As a Pastoral Support Manager, you will work closely with students, families, teaching staff, and senior leaders to provide high-quality pastoral care and targeted interventions. You will play a vital role in identifying early concerns, supporting behaviour and attendance improvement, and ensuring students receive the right support at the right time.

The successful candidate will be confident in building strong relationships, skilled in managing challenging situations, and committed to creating a safe, inclusive, and supportive environment where all students can thrive. You will also support restorative approaches, contribute to safeguarding processes, and help students successfully re-engage with learning.

This is an exciting opportunity for someone who is committed to improving outcomes for young people and who wants to be part of a dedicated and supportive team making a real impact every day.

Reports to:

- Progress Coordinator (respective year group)
- Vice Principal Behaviour
- Assistant Principal Behaviour

Roles and Responsibilities:

- Behavioural and pastoral support for the students of their respective year group
- Provide appropriate intervention to support the engagement of students improving their learning and progress
- Communication with all stakeholders, staff and parents as to the intervention and support required for the students who are being supported
- Create bespoke timetables of support for students and provide a soft landing for students and end of day check in
- First day response attendance calls, building relationships with families and providing swift intervention which improves and maintains good attendance of students
- Analyse and track behaviour data to provide proactive intervention for students in decline
- Safeguarding trained and liaise with the safeguarding team to provide appropriate support for identified students
- Staff the referral centre providing appropriate education, intervention and restorative actions for students attending the centre
- Staff the Cloud providing time out, safe space and de-escalation strategies for identified students
- Maintain accurate and timely records of interventions, incidents, and support strategies in line with school systems
- Work collaboratively with teaching staff to support classroom strategies and remove barriers to learning for vulnerable students
- Support transitions for students between year groups or provisions to ensure continuity of pastoral care

Please note this job description is currently under review and may be subject to change.

Person Specification

Qualifications and Experience	Essential.	Desirable
Excellent communication skills, oral and written	X	
Previous experience of working within a school environment		X
Knowledge, Skills and Abilities	Essential.	Desirable
Well organised and methodical	X	
Able to prioritise work within specific timescales	X	
Ability to take the initiative when dealing with familiar tasks	X	
Ability to act professionally when dealing and communicating information of a sensitive nature	X	
Ability to work effectively as a member of a team	X	
Understanding of health & safety issues relevant to the post	X	
Willingness to seek guidance when needed	X	
Understanding the importance of confidentiality and an appreciation of the implications of GDPR	X	
Understanding of the aims and vision of the school		X
Qualities	Essential.	Desirable.
Enthusiasm and positivity	X	
Friendly with a 'can do' attitude	X	
Flexibility in working hours and times		X
Ability to work flexibly and cooperatively within a team	X	
Ability to reassure students who are upset or emotional	X	

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk.

Application closing date: 29th June 2026

Shortlisting Date: 30th June 2026

Interview Date: W/c 30th June 2026



About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

