



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Pastoral Manager**

**Atherton High School**





## A message from the Headteacher

Thank you for expressing an interest in the position of Pastoral Manager Atherton High School.

This is an exciting opportunity for an outstanding, ambitious and dynamic Pastoral Manager to join an outstanding school at an exciting stage of its journey.

Our school sits at the heart of the community and encompasses the values and strengths of the town's proud history. Atherton High School is part of the Education Partnership Trust (EPT), who are committed to creating outstanding schools which transform learning, lives, and communities.

Our school has a culture built around our values of respect, responsibility, and ambition; these core values underpin all we do. We promote our values through a strong, knowledge rich curriculum, whereby pupils develop depth of understanding across a wide range of subjects, to enable an ambitious education for all learners.

We are blessed with dedicated, talented, and highly qualified staff who expect the highest standards and academic effort from all our pupils. We encourage our pupils to take responsibility for their actions, decisions, and their future education and in doing so, we are providing an education for life. We believe every pupil is an individual that can achieve well; this is their responsibility, but we will support them every step of the way!

We are proud of our pupils and proud of our school. We expect pupils to demonstrate the highest standards of behaviour so that everyone can learn, free from disruption or barriers. We want all our pupils to feel safe and to develop into caring, responsible, and confident young people. Pupils will be given a wealth of opportunities to experience culture beyond their experience so that they may develop holistically.

Support for each other is a key component of any thriving community. We are proud to serve our local community. Our facilities are accessed by local clubs and organisations to help deliver important extracurricular opportunities to develop pupils beyond school. We are also proud of the many pupils who enrich local community groups and offer a great deal to the wider community as a result. We are committed to working closely with our pupils, families, partner schools and the wider community to contribute positively to the local area and ensure the best possible outcomes for the young people of Atherton.

Atherton High is a highly successful 11 – 16 school and over the past three years has achieved the following:

- Judged as 'Good' in all categories of the Ofsted framework in January 2024.
- Outcomes category move from 'well below average' to 'average' and the most improved outcomes in Wigan authority.
- Established as the 'school of choice' in the local area, oversubscribed in every year group and waiting lists across all cohorts.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [lcarruthers@atherton-ept.com](mailto:lcarruthers@atherton-ept.com)

I am incredibly proud to be Headteacher of Atherton High School and would be delighted to welcome you to see our school in action.



**Leanne Turner**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Pastoral Manager

<b>Hours:</b>	<b>37 hours per week</b>
<b>Weeks Worked:</b>	<b>Term time + Insets + 5 (40 weeks)</b>
<b>Start Date:</b>	<b>01/09/2025</b>
<b>Salary:</b>	<b>SCP 11 – 19 (Actual Salary £ 24,598 - £28,024)</b>

Atherton High School wishes to appoint a hardworking, enthusiastic and committed Pastoral Manager. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To support a team of form tutors, focusing on high standards and expectations of social and personal development of students.
- To provide supervision, guidance and personal development opportunities for the students in your year group.
- To implement specific targeted programmes of pastoral and behaviour support to the students in your year group

### What are the job requirements?

The role of the Pastoral Manager encompasses but exceeds the specific tasks assigned in this Job Description. The following are the expectations of all pastoral leaders at Atherton High School.

- Supporting, articulating and promoting the school values of respect, responsibility and ambition
- Actively supporting and promoting the decisions made by the Senior Leadership Team
- Actively supporting all aspects of the school's life e.g. assemblies, celebrations, whole-school events
- Being highly visible and high profile throughout the school
- Leading in ensuring impeccable pupil behaviour
- Challenging poor conduct and underperformance with pupils
- Being an effective communicator, both verbally and written

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 20 June 2025 – 12:00noon

**Interview date:** 24 June 2025

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



## Job Description

# Pastoral Manager

**Reports to:** Head of Key Stage

**Grade:** SCP 11 - 19

## JOB PURPOSE:

### The Job

- To support a team of form tutors, focusing on high standards and expectations of social and personal development of students.
- To provide supervision, guidance and personal development opportunities for the students in your year group.
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## KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

### Context:

The role of the Pastoral Manager encompasses but exceeds the specific tasks assigned in this Job Description. The following are the expectations of all pastoral leaders at Atherton High School.

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## **Pastoral Care & Behaviour**

### **Communication & Parent Liaison:**

- Be the main contact for communication concerning pupils in your year group.
- Admissions: liaise with the family and make practical arrangements for pupils joining the school.
- Exclusions: liaise with the family and make practical arrangements for pupils who are excluded.
- In liaison with Head of Key Stage, monitor Class Charts/ SIMS effectively to review behaviour and ensure all follow up actions are taken.

### **Forms & Form Tutors:**

- Support form tutors in their pastoral care by daily communication of key pastoral and behaviour information.
- Visit forms during each form time to ensure high standards of uniform, equipment and care.

### **Behaviour and Pastoral Management:**

- Support with behaviour improvement plans for pupils in need of greater support in liaison with staff, parents and the pupil.
- Prepare relevant information to support reintegration meetings, multi-agency meetings and SLT decisions about further action.
- Hold initial parent meetings where there is an early concern. This includes leading on Early Helps and logging on Liquid Logic. In liaison with Key Stage Lead, this may continue or escalate when appropriate.
- Liaise with the Attendance Officer for those students with attendance and punctuality concerns (especially CME/ PA/ SA) and attend where necessary, Early Help meetings and conduct dual home visits to support.
- Undertake practical and administrative arrangements for pupil monitoring reports at all levels; informing all staff concerned with the monitoring of such reports.
- Conduct pupil investigations: arranging statements, making arrangements for safe placement of pupils during investigation, preparing documents for senior review of incident.
- Weekly meeting with key pastoral leaders (Head of KS/ DH/ AH) to review intervention success and amend or escalate when needed; identifying additional pupils in need of support based on data.
- Work for the best outcomes for all pupils in the year group by managing their care and behaviour effectively with subject staff, parents and external agencies.
- Champion pupil recognition in your year group, including arrangements for rewards and trips.



- Be visible on the corridors during lesson changeovers and pupil movement times, monitoring and promoting good behaviour, uniform and punctuality.
- Oversee the centralised detentions for your year group, ensuring impeccable behaviour is expected to ensure the integrity of this sanction.
- Support staff with behaviour when requested, either via on call or in discussion with colleagues.
- Uphold the school's Behaviour policy, uniform and other pastoral policies.
- Mentor pupils on report.
- Improve the behaviour of pupils in the year group through discussion/ mediation/intervention/ sanctions; being an authoritative figure with the ability to make such decisions.
- Supervise pupil behaviour during breaks and lunch times.
- Challenge and motivate pupils by promoting self-esteem and resilience.
- Assist and deliver the general pastoral care of the pupils, following Health Care Plans as necessary.

#### **Pastoral Support & External Meetings:**

- In liaison with the DSL/ Welfare lead and required to do so, representing the school and child at statutory meetings
- Make referrals to external agencies.
- Make referrals for internal support (AP, SEND, therapeutic team, intervention, etc.)
- Support first aid and attendance colleagues regarding sickness/ attendance improvement where HOY expertise is required.
- Support/signpost pupils and families with mental and physical wellbeing needs.

#### **Organisation**

- Attend celebration and information evenings attended by pupils and parents relevant to year group.
- Organise practical arrangements for pupil leadership
- Support Heads of Key Stage/SLT in student recognition and celebration; working with other colleagues in the organisation of such events exclusive to the year group (e.g. Parents' Evenings.)
- Support pupil leadership roles such as buddies, school council, mentoring, prefects etc.
- Supporting Head of Key Stage /SLT in organisational matters pertinent to the year group when requested.



**Note:**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars.

The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

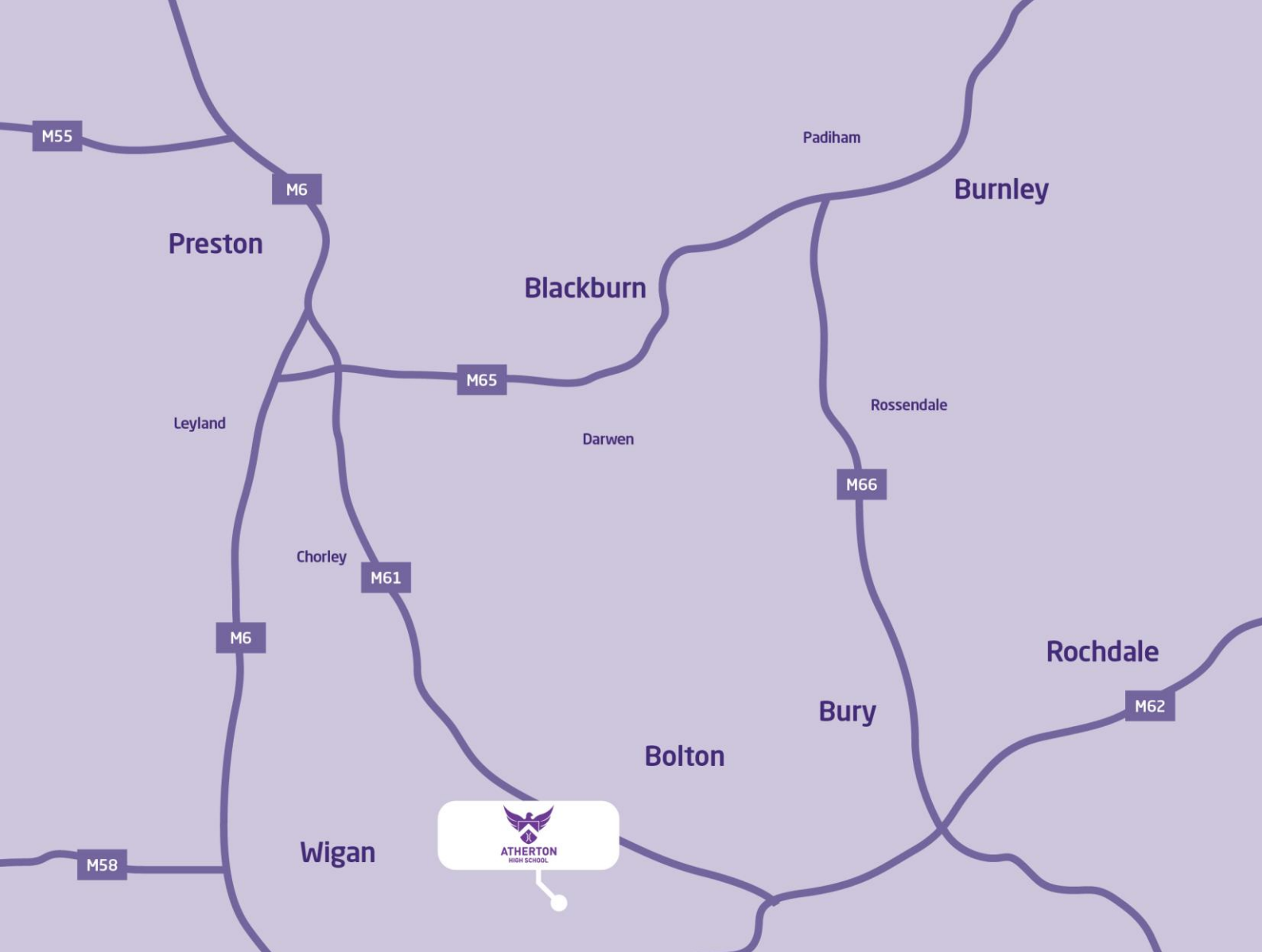
# Pastoral Manager

Reports to: Head of Key Stage

Grade: SCP 11 - 19

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App For m	Interview /Task
<b>QUALIFICATIONS AND TRAINING</b>				
1.	Education to GCSE Standard at grades 9 – 4 for a minimum of 5 GCSEs including Maths and English	E	√	
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3.	E	√	
3.	Educated to Degree level or equivalent, in related subject	D	√	
4.	Other qualification/Continuous Professional Development specific to secondary school teaching.	D	√	
<b>KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITY</b>				
5.	Experience of working in a team	E	√	√
6.	Experience of data analysis	E	X	X
7.	Experience of working with SIMS	D	X	X
8.	Organised approach to work in relation to file and record keeping	E	√	√
9.	Good knowledge of current educational research relating to the subject and wider aspects of how pupil learn	D	√	√
10.	A thorough understanding of and commitment to safeguarding children and young people	E	√	√
11.	Staff management experience	D	√	√
12.	Able to produce written communications which are readily understood	E	√	√

13.	Good communication and numeracy skills	E	√	√
14.	Experience of using SIMS	E	√	√
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>				
12.	Knowledge of Equal Opportunities	E	√	√
13.	Ability to research information from relevant sources and present clearly	E	√	√
14.	Flexible approach to changing work tasks	E	√	√
16.	The ability to inspire young people	E	√	√
17.	The ability to develop positive relationships with pupils.	E	√	√
18.	To have the highest expectations of pupils and their individual abilities	E	√	√
19.	Willingness to contribute to the life and work of the school, including and with notice extra-curricular activities	E	√	√



# Contact

Atherton High School  
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An Education Partnership Trust School