



Candidate's information pack Pastoral Lead

Date: **November 2025**

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Headteacher's Welcome

Are you innovative, creative, forward thinking, and have a passion for working with the most vulnerable children in our society to ensure they get the education they deserve? This exciting and rewarding post is suitable for people committed to making a real difference. We are looking for a pastoral leader to manage pupils in our school.

St Thomas's Centre is a unique school: situated on two sites in the community, it caters for pupils aged 5-16 years, mostly who have been permanently excluded. Many have unmet special educational needs, social, emotional and mental health difficulties or medical difficulties.

Working at St Thomas's is extremely rewarding. The Centre is a lively community. As an example of an outstanding alternative provision, new colleagues will receive support from an extremely friendly and experienced team.

We wish to appoint an enthusiastic and flexible practitioner who is able to become a significant adult role model for our pupils. You must be a professional role model for other staff and able to advocate for, and manage vulnerable young people.

St Thomas's Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments will be subject to strong references and enhanced DBS checks.

We are an equal opportunities employer with a staff body who reflect the diversity and heritage of our community.

The successful candidate will:

- Be an excellent role model
- Have the knowledge and experience and ambition to work with some of the most vulnerable pupils in our area
- Have the credibility to work with multi-disciplinary teams of professionals to plan the support for young people
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved

Should you wish to have an informal discussion regarding the post please contact me through Mrs Amanda Leaver, Business manager on 01254 958401. Applicants are warmly invited to visit the Centre in person.

Please send completed applications together with your supporting letter (no more than two A4 sides) to Mrs Amanda Leaver – aleaver@stthomas.blackburn.sch.uk

Completed applications should then be returned to the school by 12:30 pm on the closing date

Closing date: 12:30 pm - 12th December 2025

Interview date: week beginning 15th December 2025

For a start date: January 2026

Job Description – Pastoral Lead

Responsible to:	The Inclusion Lead / Deputy Headteacher
Job purpose:	To be responsible for the day to day pastoral / behavior support for the pupils
Start Date:	January 2026
Salary Grade:	Grade F (£26,683 - £29,618) pro rata based on 37 hrs per week TTO

Pastoral leaders are expected:

- To be operationally responsible for the day to day behavior and well-being of the pupils.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To assist in the development of rotas, mentoring and support cover of absence in class.
- To support the provision of out of school learning activities within the guidelines established by the school.
- To work as part of a provision team under the Leadership teams to ensure all school policies and procedures are followed.
- To liaise with the Safeguarding and Attendance Teams to plan relevant parental/family support and liaison and to work with vulnerable children and their families including home visits.
- To be the named person for CIOC pupils.
- To support with the induction of new pupils.
- To deliver appropriate pastoral interventions, which could include mentoring, nurture etc.
- To develop positive relationships with pupils and staff to assist academic progress and attainment, to ensure that pupils can achieve their full potential.
- To co-ordinate and liaise with relevant agencies and staff to implement programmes and strategies to promote positive mental health and well-being, behavior and other multi-agency interventions.
- To co-ordinate and liaise with the school nursing team to facilitate immunisations within school.
- To support and promote pupil empowerment, and facilitate pupil voice.
- To track and monitor behaviours of individual pupils, identify trends and liaise with Senior Leadership Team regarding proposed interventions and responses.
- Implementing rewards system and managing a small agreed budget to support this.
- To liaise with CEIAG/Inclusion Lead to organise and plan trips.
- To contribute and lead on meetings, on an individual basis, with parents and outside agencies and to provide feedback on pupil progress.
- To provide pastoral comments on the pupil reports.

- To support the transition in to or out of school through professional relationships with other educational providers and liaising with the Pupil Support Officers responsible for delivering transition.
- To support families and increase parental understanding of the holistic development of our pupils.
- Assist in the supervision of pupils on trips/visits.
- To represent the school in a knowledgeable and professional manner.
- To be proactive in providing a purposeful, orderly and supportive environment for learning.
- To actively promote positive relationships with parents, carers and outside agencies.
- To attend staff training/meetings as appropriate.
- To take care of their own and other people's health, safety and well-being.

Person Specification – Pastoral Leader

Training and Qualifications

	Essential/Desirable
Level 3 qualifications / A Level or above	E
GCSE Mathematics, English C above or equivalent	E
Other qualifications relevant to role	D

Experience

	Essential/ Desirable
Experience of working with children and young people	E
Leadership experience in a relevant sector	D
Evidence of successful work with SEMH/SEND	D

Professional Knowledge and Understanding

Applicants should be able to demonstrate good knowledge and understanding of the following areas:

	Essential/ Desirable
Safeguarding young people in schools	E
Support for young people with SEMH/SEND	E
Current educational issues	E
Knowledge and use of ICT	E

Personal Skills and Attributes

Applicants should be able to provide evidence that they have the necessary qualities and attributes required by the post. These qualities may be demonstrated in a letter of application; however, it is more likely that they will be more fully assessable during the interview process and from the references.

Applicants should be able to:

	Essential/ Desirable
Build and maintain effective relationships	E
Inspire, challenge, motivate and empower others to carry the vision forward	E
Lead by example, showing integrity, emotional resilience and courage	E
Demonstrate personal enthusiasm and commitment	E
Manage conflict between pupils	E
Prioritise, plan and organise themselves and others	E
Think creatively to anticipate and solve problems	E
Listen to and reflect on feedback	E
Develop effective teamwork	E

Your application should make clear how well you meet the above essential requirements. The initial selection of a long list will be based on what the management team consider to be the key criteria required of the person appointed to the position of a teaching assistant at St Thomas's Centre.

This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure Barr Service. Disclosure will be requested for the successful candidate. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You should note that in the course of your employment you might become aware of personal or other confidential information, some of which may fall within the scope of the GDPR. The Council and Governing Body expect that you will respect the confidentiality of all information, both during and subsequent to your period of employment with the school.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pastoral Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher or SLT.

St Thomas's Centre is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.