

Post: Assistant Pastoral Lead  
Permanent  
Full time  
Salary from £25,000 - £28,000 dependant on experience

Closing Date: Friday 17th October 2025

Completed application form to go to [schooloffice@impactnorthwestschools.org.uk](mailto:schooloffice@impactnorthwestschools.org.uk)

### **Main purpose of Job**

Impact North West Schools Ltd are committed to safeguarding and promoting the welfare of children and expects all staff, visitors, and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post. We are seeking a highly motivated and dedicated Assistant Pastoral Lead to join our team in an independent school focusing on SEMH.

The Headteacher and Proprietary Board of this successful school are looking to appoint a kind and caring Assistant Pastoral Lead who will have a significant impact on the attendance, Behaviour and learning of pupils with additional needs.

The successful candidate will work in a secure and supportive environment that helps pupils with Social, Emotional, and Mental Health (SEMH) difficulties overcome their challenges.

The ideal candidate should have previous experience of working with pupils in an SEMH setting. The position requires a candidate who can build relationships with children with SEMH difficulties and work in collaboration with the Pastoral Lead and Teachers to create an inclusive and supportive environment that is conducive to learning.

### **Responsibilities:**

- Supporting School Leadership
- Support the Pastoral Lead in managing day to day behaviour within school and to deputise in the Pastoral Leads absence.
- Support pupils in setting and achieving academic and personal goals and collaborate with teachers to ensure that pastoral care and academic support are closely aligned.
- Liaise with the intervention lead to ensure appropriate interventions are in place for all learners.
- Provide support and guidance to staff on behaviour management, safeguarding and pastoral care issues.
- Work collaboratively with colleagues at all times.

## **Behaviour Management**

- Support the implementation of the school's behaviour policy, ensuring consistent and fair application across the school.
- Lead restorative conversations between pupils and staff following incidents, ensuring a focus on conflict resolution and relationship building.
- Provide direct intervention and support for pupils displaying challenging behaviour, using restorative practices and positive behaviour management techniques.
- Act as a learning mentor to learners who need support
- Liaise with parents and carers to ensure they are informed and involved in supporting behaviour improvements.
- Actively address incidents of bullying, discrimination, and peer conflict, ensuring pupils feel safe and supported. Promote a culture of inclusion and respect where diversity is celebrated, and all pupils feel included.
- Follow the school behaviour policy to ensure a smooth day to day running of the school.
- Enter key information into the MIS, ensuring that any incidents regarding behaviour are recorded and communicated and undertake any subsequent interventions as agreed by the Pastoral Lead.
- Respond promptly and effectively to safeguarding concerns, ensuring all actions are recorded accurately and reported to the Designated Safeguarding Lead (DSL).
- Act as a key point of contact for pupils seeking emotional support and guidance.
- Provide 1:1 and group mentoring to help pupils develop emotional resilience and coping strategies.
- Work with pupils in a learning mentor role to address issues such as anxiety, low self-esteem, friendship difficulties, and emotional regulation.
- Act as behaviour support 'front line' at key stress points in the day.
- Deliver behaviour support, responding flexibly to the needs of the site and to student and staff issues as they arise.

## **Safeguarding and Welfare**

- Enter key information into the MIS, ensuring that any incidents regarding behaviour are recorded and communicated and undertake any subsequent interventions as agreed by the Pastoral Lead.
- Respond promptly and effectively to safeguarding concerns, ensuring all actions are recorded accurately and reported to the Designated Safeguarding Lead (DSL).
- Act as a key point of contact for pupils seeking emotional support and guidance.
- Provide 1:1 and group mentoring to help pupils develop emotional resilience and coping strategies.
- Work with pupils in a learning mentor role to address issues such as anxiety, low self-esteem, friendship difficulties, and emotional regulation.
- Act as behaviour support 'front line' at key stress points in the day.
- Deliver behaviour support, responding flexibly to the needs of the site and to student and staff issues as they arise

### **Attendance and Punctuality**

Work with the Pastoral Lead to promote excellent attendance and punctuality across the school supporting home visits and outreach where appropriate.

### **School site /Facilities**

To support the day to day cleaning and general management.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **Requirements:**

#### **Qualifications**

- A teaching Assistant Qualification is desirable.
- Evidence of CPD relevant to this job role

#### **Experience**

- Experience of working with children who have Social Emotional and Mental Health needs (SEMH)
- Experience of working as a Teaching Assistant
- Successful experience of using data analysis to improve outcomes for students' attendance and behaviour. .

#### **Knowledge and skills**

- An understanding of safeguarding and child protection legislation and practices
- Effective communication and interpersonal skills, with the ability to work collaboratively with colleagues, students, and families

#### **Competence**

- Data analysis, to use assessment information to inform teaching and learning
- Confident user of IT Skills
- Planning & Organising
- Ability to work under pressure and prioritise workload
- Reflective practitioner

#### **Personal qualities**

- Commitment to ensuring the safety and welfare of children.
- Commitment to upholding and promoting the ethos and values of the school.
- Integrity, honesty and fairness.
- Commitment to maintaining confidentiality at all times.
- Energy and enthusiasm
- The capacity to work under pressure, handle challenging behaviours, and a motivated approach to achieving excellence for students.
- Sensitivity, tact, patience, and tolerance in understanding and addressing the needs of others.

#### **other**

- A strong interest in and commitment to continuous personal learning and development.
- Enhanced DBS
- Commitment to Safeguarding.
- Full Driving License

For an informal chat or visit to the school, contact Jo Smith, PA to the Headteacher. Please email [jo@impactnorthwestschools.org.uk](mailto:jo@impactnorthwestschools.org.uk)

---

#### **SAFER RECRUITMENT STATEMENT**

Impact North West Schools (INWS) is committed to safeguarding and promoting the welfare of children and young people in its school. INWS complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education'. In order to meet this, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

#### **Equal Opportunities**

INWS recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. INWS takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences.

This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. INWS is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.