EVERTON

MULTI-ACADEMY TRUST

PASTORAL TEAM MANAGER

RECRUITMENT PACK

WELCOME



At Everton Multi-Academy Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.

How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

- increasing enrichment opportunities for our students;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

Our commitment to excellence:

Everton Multi-Academy Trust ethos is “That will do, won’t do. For us, it is the best or nothing,” aligning with the mission of Everton Football Club, “Nil Satis Nisi Optimum”. Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.

Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining EMAT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

Our Mission:

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.
- **Be kind and do your best:** Kindness shapes how we treat one another, while hard work drives high expectations and positive outcomes.

Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.

ABOUT EMAT

Everton Multi-Academy Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At Everton Multi-Academy Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



The Pastoral Team Manager will provide effective day-to-day operational leadership of the pastoral and attendance teams. The postholder will organise and deploy staff, ensure agreed systems and procedures are followed consistently, and coordinate timely support for pupils. Working closely with the Deputy Headteacher responsible for pastoral care, the postholder will help maintain high standards of behaviour, attendance, safeguarding and pupil welfare.

Salary:	NJC Scale (Point 31-35) £43,149 - £47,665 **(Actual Salary £37,443 - £ 41,362)**
Contract:	Permanent, 5 days per week, Term Time Only plus 1 week
Location:	Waterside Academy, Dale Acre Drive, Netherton, L30 2QQ
Accountable to:	Deputy Headteacher and Headteacher
Responsible for:	N/A
Start date:	ASAP

PASTORAL TEAM MANAGER: JOB DESCRIPTION

Main Purpose of the Role:

To lead the effective day-to-day organisation and deployment of the pastoral and attendance teams so that pupils receive timely, consistent and appropriate support. The postholder will ensure that school systems are implemented accurately, concerns are escalated appropriately and leaders have clear information about behaviour, attendance and pupil welfare.

Key Responsibilities:

- Coordinate the pastoral team throughout the school day, allocating staff according to pupil need, emerging incidents, planned interventions and whole-school priorities.
- Provide clear daily direction and operational supervision to pastoral staff, ensuring roles, priorities and expected outcomes are understood.
- Ensure pastoral, behaviour, attendance and safeguarding systems are followed consistently, accurately and within agreed timescales.
- Maintain a visible presence across the academy and support staff to respond calmly, safely and consistently to pupils who are distressed, dysregulated or in crisis.
- Consult the Deputy Headteacher responsible for pastoral care on significant, complex or high-risk matters and provide concise, accurate updates to support decision-making.
- Promote Waterside Academy's values of Inclusion, Communication, Aspiration and Nurture through daily practice and team leadership.
- Support the induction, development and day-to-day performance of pastoral staff, identifying training or support needs and sharing effective practice.
- Contribute to team meetings, briefings, supervision, appraisal and service improvement as directed by senior leaders.

Pupil behaviour welfare and safeguarding:

- Coordinate timely pastoral support for pupils, including check-ins, regulation support, restorative work, reintegration to learning and targeted interventions.
- Ensure behaviour incidents are managed in line with academy policy, recorded accurately and followed up with pupils, staff and families as appropriate.
- Monitor pupils who are presenting repeated or escalating concerns and coordinate appropriate support plans with relevant colleagues.
- Build positive, professional relationships with pupils while maintaining clear boundaries, high expectations and a consistent approach.
- Act promptly on safeguarding and welfare concerns, following the academy's reporting procedures and liaising with a Designated Safeguarding Lead where required.
- Contribute to risk assessments, behaviour support plans, pastoral plans and multi-agency work, ensuring agreed actions are implemented and reviewed.
- Support safe transitions at the start and end of the day, movement around the site, breaks, lunchtimes and other identified pressure points.

Attendance leadership and oversight:

- Oversee the day-to-day work of the attendance team and ensure first-day response, welfare checks, home contact and escalation procedures are completed promptly.
- Ensure all reasonable strategies are used to secure pupils' attendance, including calls, texts, home visits, transport support, pupil and parent meetings, individual incentives and coordinated support from external agencies where appropriate.
- Track persistent and severe absence, pupils not receiving their expected education and other priority attendance groups, escalating concerns to the Deputy Headteacher responsible for pastoral care.
- Check that attendance records, codes, notes and evidence are complete and accurate, and work with colleagues to resolve gaps or inconsistencies.
- Coordinate individual attendance plans and review their impact, ensuring actions have clear ownership and timescales.
- Support the preparation of information for attendance meetings, referrals, panels and legal or local authority processes as required.

Communication with parents' carers and professionals:

- Communicate regularly and professionally with parents and carers about pupil welfare, behaviour, attendance, progress with pastoral support and agreed next steps.
- Manage challenging conversations calmly and respectfully, maintaining clear records of contact, decisions and actions.
- Ensure families receive consistent information and that sensitive or complex matters are referred to the appropriate senior leader.
- Work constructively with teaching staff, safeguarding leads, the attendance team, alternative providers, the local authority and other agencies to coordinate support.
- Represent the academy appropriately at meetings relating to pupils, when delegated to do so

Monitoring reporting and improvement:

- Monitor behaviour and attendance information to identify individual pupils, groups, times, locations and patterns requiring action.
- Provide regular, accurate reports and summaries to the Deputy Headteacher responsible for pastoral care and other leaders as required.
- Evaluate the effectiveness of pastoral and attendance strategies, recommend improvements and ensure agreed changes are implemented.
- Carry out quality assurance checks on records, interventions, parent contact and follow-up actions.
- Support the academy's self-evaluation and improvement planning by contributing evidence about behaviour, attitudes, attendance and personal development.

Support for the academy:

- Comply with academy and Trust policies relating to safeguarding, child protection, health and safety, equality, confidentiality, information security and data protection.
- Maintain accurate, objective and confidential records using the academy's agreed systems.
- Promote equality of opportunity, challenge discrimination and ensure pupils can access appropriate support.
- Participate in relevant training, supervision, meetings and professional development.

- Contribute positively to the academy's ethos, values and improvement priorities.
- Undertake reasonable duties consistent with the scope and grade of the post, including support at events and activities within contracted working arrangements.

This description is not exhaustive. The postholder may be required to undertake other reasonable duties consistent with the nature and grade of the post.

PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done
Desirable: Requirements that would enable the candidate to perform the job well
Evidence: A – Application form, I – Interview, R – Reference

Requirement	Essential	Desirable	Evidence
Qualifications			
GCSE English and mathematics at grade 4/C or above, or equivalent	✓		A
Relevant Level 3 qualification in education, pastoral support, youth work, safeguarding or a related field	✓		A
Relevant leadership or management qualification		✓	A
Current safeguarding training and evidence of relevant professional development		✓	A/I
Eligibility to work in the UK	✓		A/I
Knowledge and experience			
Substantial experience of working successfully with children or young people who have social, emotional, behavioural or additional needs	✓		A/I/R
Experience of coordinating, supervising or directing a staff team in a busy operational environment	✓		A/I/R
Experience of implementing effective behaviour, pastoral or pupil welfare systems	✓		A/I/R
Experience of working with parents and carers, including managing sensitive or challenging conversations	✓		A/I/R
Knowledge of safeguarding responsibilities and the procedures for recording, reporting and escalating concerns	✓		A/I
Understanding of barriers to attendance and effective strategies for improving attendance	✓		A/I/T

Requirement	Essential	Desirable	Evidence
Experience of monitoring attendance information and coordinating attendance interventions		✓	A/I/R
Experience of working in a PRU, alternative provision or specialist setting		✓	A/I
Experience of multi-agency working and contributing to pupil plans, meetings or reviews		✓	A/I
Knowledge of relevant statutory guidance relating to attendance, behaviour, safeguarding and children missing education	✓		A/I/T
Ability to organise and deploy staff effectively, respond to changing priorities and maintain oversight during a demanding school day	✓		A/I/T
Strong leadership skills, with the confidence to give clear direction, hold colleagues to account and build a positive team culture	✓		A/I/R
Ability to analyse behaviour and attendance information, identify trends and translate findings into practical action	✓		A/I/T
Excellent verbal and written communication, including accurate record keeping and concise reporting	✓		A/I/T
Ability to make sound decisions, recognise professional boundaries and escalate concerns appropriately	✓		A/I/R
Ability to remain calm, resilient and solution focused when managing conflict, crisis or competing demands	✓		A/I/R
Ability to build trusting professional relationships with pupils, families, colleagues and external partners	✓		A/I/R
Competent use of school information systems, email, documents and spreadsheets	✓		A/I
Personal qualities and professional values			
A firm commitment to safeguarding and promoting the welfare of children and young people	✓		A/I/R
High expectations of pupils and a commitment to inclusion, equality and trauma-informed, relational practice	✓		A/I/R
Professional integrity, discretion and an understanding of confidentiality and data protection	✓		A/I/R
A reflective and collaborative approach, with a willingness to learn and improve practice	✓		A/I/R

Reliability, flexibility and commitment to the wider life and values of Waterside Academy	✓		A/I/R

HOW TO APPLY

Everton Multi- Academy Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Elaine Oliver, School Business Manager (finance@watersideacademy.co.uk).

SUBMITTING YOUR APPLICATION

Applications should be submitted via our recruitment platform, MyNewTerm. Applicants are encouraged to complete the online application form in full and use the supporting statement section to clearly demonstrate how they meet the criteria set out in the job description and person specification.

We do not accept CVs. All applications must be submitted through MyNewTerm by the advertised closing date.

Closing date for applications is **Friday 27th November 2026**

DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.