



The White House School			
Post Title	Pastoral Manager and DSL	Department	Pastoral
Hours per week	Full time	Weeks per year	Term time
Contract type	Permanent	Salary	£29,000 - £31,000
Reports to	Deputy Headteacher		

1. School Overview

The White House School offers a specialist learning provision for children from the ages of 6 to 14. We emphasise the development of core academic understanding, encourage creativity, celebrate outdoor learning and promote the growth of essential life skills. We aim to establish a safe, creative and vibrant environment where children feel challenged and supported in their learning, achieving high levels of wellbeing and academic success. We aim to nurture and develop mutual respect, tolerance, teamwork, perseverance, kindness and good manners.

We are looking to appoint an experienced, compassionate and highly organised Pastoral Manager with Designated Safeguarding Lead responsibility to support the operational leadership of safeguarding, behaviour and wellbeing across the school.

This is an exciting opportunity to join a growing and developing school and become a key member of the wider pastoral team. The successful candidate will work closely with the Deputy Headteacher, who has strategic oversight of safeguarding, behaviour and wellbeing, to ensure that all pupils are safe, supported and able to thrive both emotionally and academically.

The successful candidate will lead and coordinate pastoral systems across the school, working collaboratively with families, external agencies and staff to ensure consistently high standards of safeguarding, behaviour support and pupil wellbeing.

2. Purpose of the Role

As Pastoral Manager and Designated Safeguarding Lead, you will play a central role in promoting the welfare, safety, attendance, behaviour and emotional wellbeing of all pupils across the school.

You will lead the operational management of safeguarding procedures, behaviour systems and pastoral support, ensuring that pupils receive effective, responsive and compassionate support tailored to their individual needs. Working closely with the Deputy Headteacher, SLT and wider pastoral team, you will contribute to a culture of high expectations, inclusion, relational practice and positive outcomes for all pupils.

The successful candidate will act as the school's operational DSL's and will maintain accurate safeguarding systems, coordinate interventions, liaise with external agencies and support staff in implementing effective safeguarding and behaviour practices.

	<p>You will line manage and work collaboratively with members of the pastoral team, including the Positive Behaviour Support Lead and Attendance Support Worker, ensuring a cohesive and effective approach to pupil support.</p> <p>The role will involve direct work with pupils, particularly those within the school's Nurture provision and supporting pupils whose behaviour, emotional regulation or social communication present barriers to learning.</p>
3.	<p>Key Accountabilities & Duties</p>
	<p>As Pastoral Manager and DSL, you will:</p> <ul style="list-style-type: none"> • Lead the operational management of safeguarding across the school. • Act as Designated Safeguarding Lead in accordance with statutory guidance and school policies. • Maintain accurate, confidential and timely safeguarding records and systems. • Manage safeguarding referrals and liaise with children's services, external agencies and professional stakeholders. • Chair safeguarding, behaviour and multi-agency meetings where appropriate. • Support the Deputy Headteacher in implementing safeguarding, behaviour and wellbeing strategies across the school. • Promote a culture of vigilance, safety and safeguarding throughout the school community. • Ensure safeguarding concerns are responded to effectively, proportionately and in a timely manner. • Monitor safeguarding trends and analyse safeguarding, attendance and behaviour data to identify priorities and patterns. • Lead operational behaviour systems and support staff in implementing consistent relational and restorative approaches. • Coordinate pastoral interventions and behaviour support plans for pupils. • Support pupils experiencing emotional dysregulation, anxiety or barriers to learning. • Work closely with the Positive Behaviour Support Lead and Attendance Support Worker to ensure joined-up pastoral provision. • Provide support and guidance to families regarding safeguarding, attendance, wellbeing and behaviour matters. • Liaise effectively with parents/carers, social workers, CAMHS, local authorities and external professionals. • Support the development and implementation of individual risk assessments and behaviour support strategies. • Coordinate and oversee support for pupils within the school's Nurture provision. • Organise and support off-site activities and enrichment opportunities for identified pupil groups. • Promote pupil wellbeing, engagement, attendance and positive relationships across the school. • Contribute to staff training relating to safeguarding, behaviour, wellbeing and relational

practice.

- Ensure the school remains compliant with statutory safeguarding responsibilities and best practice guidance.

As a member of staff, you will:

- Promote and uphold the ethos and values of The White House School.
- Create outstanding pupil experiences through positive relationships and high expectations.
- Support staff to identify and remove barriers to learning.
- Maintain effective communication with families and external stakeholders.
- Participate fully in the school's appraisal process and undertake relevant professional development.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all school activities.
- Undertake such other reasonable duties as the Headteacher may require from time to time and review this Job Description annually with the Headteacher.

Duties falling within the scope of designated contact hours:

- Supervision and support of pupils
- Attending professional and multi-agency meetings
- Safeguarding and welfare management
- Behaviour support and intervention
- Communication with families and external agencies
- Supporting pupils on and off-site
- Coordination of pastoral systems and interventions
- Attendance monitoring and support

Other Duties:

- Leading safeguarding and pastoral training
- Maintaining safeguarding and behaviour records
- Preparation of reports and documentation for meetings and agencies
- Attendance at consultation evenings, open evenings and school events
- Planning and supporting educational visits and off-site activities
- Supporting the development of pastoral policies and procedures
- General administration relevant to the role

***The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.**

4. Equal Opportunities

The White House School will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or

	other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open, welcoming, and safe environment for all its students, employees, and visitors.
5.	Safeguarding
	<p>The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p> <p>We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.</p>
6.	Further Information
	This Job Description and Person Specification are current as of May 2026. In consultation with you, it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.

Person Specification		
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding legislation and statutory guidance • Excellent understanding of behaviour support and relational approaches • Knowledge of SEND, particularly autism and associated needs • Understanding of emotional wellbeing and mental health needs in children • Knowledge of attendance procedures and pupil welfare systems • Understanding of multi-agency working and child protection procedures 	<ul style="list-style-type: none"> • Knowledge gained from working within specialist settings • Knowledge of current research relating to behaviour and wellbeing
Experience	<ul style="list-style-type: none"> • Experience working with children with SEND • Experience of safeguarding and child protection procedures • Experience of behaviour and pastoral support • Experience of liaising with families and external 	<ul style="list-style-type: none"> • Experience as a DSL or Deputy DSL • Experience within specialist education settings

	<p>agencies</p> <ul style="list-style-type: none"> • Experience of leading or coordinating pastoral interventions 	<ul style="list-style-type: none"> • Leadership or line management experience
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Ability to build positive relationships with pupils and families • Ability to manage challenging situations calmly and professionally • Strong organisational and record-keeping skills • Ability to analyse data and identify trends • Ability to work collaboratively as part of a team 	<ul style="list-style-type: none"> • Ability to lead and develop teams effectively
Personal attributes	<ul style="list-style-type: none"> • Commitment to the additional support needs of all learners • Compassionate, resilient and reflective approach • Proactive and solutions-focused mindset • Excellent team-working ethos • Confidence in working with pupils, staff and external agencies 	<ul style="list-style-type: none"> • Good sense of humour and team spirit
Qualifications	<ul style="list-style-type: none"> • Level 3 Safeguarding qualification (or willingness to complete) • GCSE English and Maths (or equivalent) 	<ul style="list-style-type: none"> • Relevant pastoral, safeguarding or behaviour qualification
Other requirements	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Ability to work flexibly where required 	<ul style="list-style-type: none"> • Full driving licence