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|  **Leyland Methodist Schools****Canberra Road****Leyland****Lancashire****PR25 3ET****Executive Headteacher – Karen Chadwick**  **Job Title:** Pastoral Manager & Deputy DSL**Salary Grade:** Grade 7 SCP 19-25 36 Hrs**Actual Salary:** £26,713 - £30,297**Working Pattern:**  Term Time + Inset Days**Contract:** Permanent**Start Date:** November 2025The Governors are seeking to appoint an outstanding, passionate, experienced, committed, forward thinking Pastoral Manager & Deputy DSL to join our school with excellent skills who is able to inspire, motivate and communicate outstanding practice in our school team. We are looking for an excellent Pastoral Manager & Deputy DSL who:* To support the leadership, management, development and monitoring of the school pastoral care function.
* To identify, monitor and evaluate persistent absences of children’s attendance and report on this.
* Tracking, target setting and mentoring / supervising students when required.
* Liaising regularly with parents/carers.
* To play an active role in the development and implementation of all safeguarding policies and supporting procedures.
* To work with the relevant senior manager to identify students who are vulnerable or need specific support.
* To ensure that referral procedures are current and correctly implemented to ensure the safety of the pupils.
* To provide counselling/mentoring where appropriate, or to act as a link to the relevant agencies.
* To maintain/develop and implement Early Help assessments, team around the family and team around the school meetings.
* To assist when necessary with the cover of the welfare staff and break time supervision.
* To plan and deliver workshop sessions with parents on a range of issues and to plan and deliver extra-curricular opportunities as appropriate.
* To co-ordinate and support intervention strategies and packages for vulnerable pupils and where appropriate work with multi agency support.
* To maintain robust reporting systems to monitor and evaluate the pastoral function and be responsible for ensuring the correct/secure recording systems and processes for child protection documentation are up-to-date with information for relevant areas.
* To efficiently liaise with other members of the pastoral teams within the Trust. Cascading relevant information to other school staff as required.
* To run a daily lunch time nurture club.
* To assist with the development of relevant school policies and procedures and ensure that they are effectively implemented.
* To contribute to the development of effective links with partner schools, the community and outside agencies.
* To contribute to the development of CIN and CP meetings
* To complete referrals with external agencies

**In return our Trust and its school offers you**:* A strong and supportive leadership team with a clear sense of strategic vision.
* A supportive and highly committed staff with high expectations, who are willing to help each other.
* Well resourced, safe and stimulating learning environments.
* Strong working partnerships within the Trust.
* Pupils with positive attitudes to learning, who are hardworking, caring and proud to attend their school.
* The opportunity to make a difference.
* An enthusiastic and supportive Governing Body.
* The support of a strong and skilled Trust Central Team.
* Pension scheme.
* Wellbeing Day.
* Tech and Cycle salary sacrifice schemes as well as other discount schemes.
* Access to Employment Assistance Programme
* Access to training opportunities and professional development

Applicants are welcome to come and visit school. Please contact the school to arrange this or if you would like to discuss the role further please contact lms-recruitment@lms.epworthtrust.org.ukAll application forms should be returned by email to lms-recruitment@lms.epworthtrust.org.ukuk or by post with a letter of application which makes reference to the job description / person specification. This should be no longer than 2 sides of A4 with a font size of 12. **Closing date: 8th October 2025 12:00pm** **Short listing: 9th October 2025** **Interviews: 20th October 2025**Application packs are downloadable or available by email from**:**  lms-recruitment@lms.epworthtrust.org.uk**The main base for the role will be Leyland Methodist Schools****Please note, the employer for this position is Epworth Education Trust, not Lancashire LA** **This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.****This post is subject to Enhanced Disclosure Procedures. Epworth Education Trust are committed to safeguarding and promoting the welfare of children.****At the Epworth Education Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in our Safeguarding Policy apply to all staff, volunteers and governors. Our child protection policy can be read here:**  [Policies | Leyland Methodist Schools](https://www.leylandmethodistschools.org.uk/policies-3/)We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race.  |
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