

# St Gregory's

## CATHOLIC SCHOOL



## Pastoral Manager

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark



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# *Letter from the Executive Principal*

## **Dear Candidate**

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and can work alongside and support our students to achieve their full potential, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**



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# *School vision and values*

## **Our Vision**

**We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.**

## **Our Aims**

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

## **Students accomplish this because our curriculum:**

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

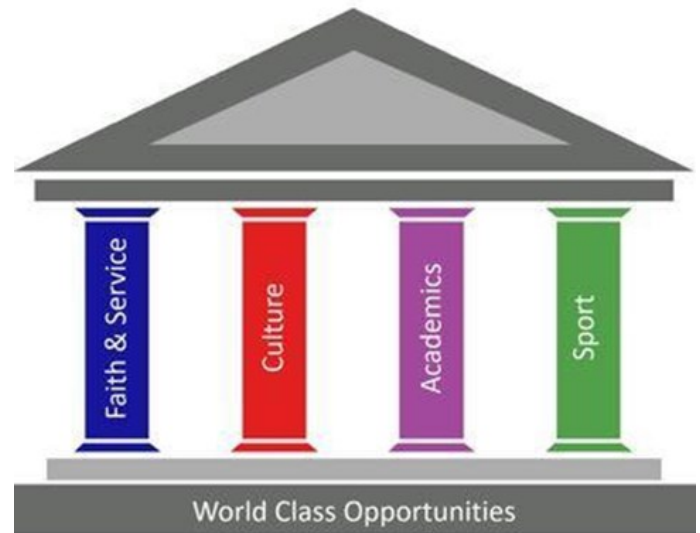
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# *School vision and values*

**These pillars provide a framework to focus students as they set ambitious goals for their future.**

**Our aim, through our curriculum is to develop young people:**

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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# About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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## *Role description*

We are seeking to appoint a Pastoral Manager to join their team supporting students. We are looking for someone who can provide high quality interventions, ensuring all well-being, pastoral and learning needs are met. The successful applicant will also support with the safeguarding and positive well-being of students in school. We welcome applications from candidates who have experience of liaising with families to support students in school regarding attendance, well-being and progress and of providing high quality care and nurture. This work is always built around our Catholic ethos and our school motto to 'Work with Love.'

The ideal candidate would be an organised individual with the ability to work under pressure with conflicting deadlines and be able to demonstrate a high level of administrative skills including dealing with confidential and sensitive material. You will be the first point of contact for parents in relation to pastoral issues so will have the confidence to deal with parents, attend meetings and other matters relating to the role.

The successful applicant will be flexible in approach and have excellent communication and interpersonal skills. Applicants should be computer literate and have worked with MS Word, Teams, Outlook and Excel. A qualification in GCSE English and GCSE Maths at grade A-C is essential. Experience and training in areas like counselling, mentoring, first aid and mental health first aid are also desirable.

### **Benefits of working at St Gregory's Catholic School**

- A supportive and caring working environment for staff and students and a school wide focus on wellbeing.
- Dedicated and bespoke CPD time for all staff and personal development opportunities
- Access to our Fitness Suite
- Access to Kent Rewards Scheme
- Generous Pension Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

### **Our Offer:**

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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# *Job description*

<b>Job Title</b>	Pastoral Manager
<b>Salary Grade</b>	KR7 (23,378 - £26,466 FTE) pro rata £21,233 to £24,038 approximately
<b>Hours/Weeks</b>	Term time plus 3 weeks to include 5 CPD days (41 weeks) Fixed Term – one year
<b>Line Manager</b>	Vice Principal

The key duties associated with the above responsibilities will be detailed once appointed and added to this job description.

## **Overall Responsibility**

- To support tutors and teachers to ensure the well-being and highest possible levels of attainment of the Year group.
- To support and monitor the pastoral experience of the YEAR GROUP in order to improve attainment and achievement
- To support whole school pastoral processes and interventions
- To aim for the YEAR GROUP to behave in an exemplary way and to work with key staff on any interventions that may be necessary
- To conduct in year admissions and ensure new students receive appropriate induction
- To lead on agreed year-specific activities, events and interventions.



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# *Job description*

## Duties/Accountabilities

- To admit students to the YEAR GROUP under the fair access protocol and the agreed entry criteria
- To work with the pastoral team to create balanced tutor groups within each YEAR GROUP
- To keep under review the composition of tutor groups ensuring any movement between groups is appropriate
- To work closely with the attendance team to monitor attendance and punctuality as well as promote its importance
- To liaise with key staff as appropriate
- To promote and work within the school's behaviour management policy to recognise and reward student achievement as well as intervene where behaviour falls short of expectation
- To support with sanctions including whole school sanctions
- To organise specific, agreed activities for your YEAR GROUPS; including mentoring and intervention
- To support tutors in the development and wellbeing of the YEAR GROUP
- To support staff members with restorative conversations when needed
- To work with all staff to share information, strategies and good practice
- To be the lead person for all Looked After Children in the year – this is with LAC member of staff (DSL – RF)
- At times to support in the cover of lessons if required
- To ensure that parents receive termly reports of their child's progress and attendance
- To work with administration staff to ensure student records are up to date in accordance with school procedure





# *Job description*

## **Duties/Accountabilities Continued**

- To maintain regular and appropriate contact with parents
- To support with home visits as and when required
- To keep in contact with the parents, as appropriate through the normal means of communication.
- At times, when appropriate, to lead assemblies
- To make referrals and liaise without outside agencies as the need arises
- To attend pastoral meetings when required by SLT and Head of Year
- To complete necessary paperwork including e-CAF documentation and other referrals on individual students
- To organise year-related events and ensure students participate in House/Year group events
- To undertake further tasks that are reasonable within the parameters of the role
- To support the school's race equality and cultural diversity policy at all times
- Liaise, advise and consult with other members of staff supporting the students.
- Be aware of policies and procedures including those relating to confidentiality.
- Any other task as directed by the Academy Principal, which are consistent with the aims of the post.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and code of conduct of the school.
- Attend team and staff meetings, include staff briefings
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.
- To attend all relevant support and training events required to fulfil the duties above. This can include level 3/4 or above courses



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# Person specification

	Criteria	Essential / Desirable
Qualifications	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Successful experience of working with students in a school environment	E
Experience, Skills and	Knowledge and understanding of adolescent development	E
	Knowledge and understanding of the SEAL Programme	E
	Skilled in dealing with both challenging and able students	E
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skill	E
Knowledge	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
Abilities, Skills and Attributes	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Motivation to work with children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

# *Application process*

You are welcome to contact HR at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [Click here](#)

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications:** Monday 5 June 2023 at 12pm noon

**Start date:** 1 September 2023

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

**Safer Recruitment** *St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



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