



LABORA CUM AMORE

St Simon Stock Catholic School

Pastoral Manager

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

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 have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny
Headteacher St Simon Stock Catholic School



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About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

We are seeking to appoint a Pastoral Manager to join our dedicated pastoral team to support the welfare of students and with a specific focus on students needing significant intervention because of the impact of Covid 19 on their education. The successful applicant will assist the team with behaviour management, attendance, wellbeing and pastoral care. They will also provide administrative support with monitoring attendance and punctuality and identifying early signs of disengagement. The successful applicant will also work with targeted students on a 1-1 and small group basis to boost their academic skills in literacy and numeracy.

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. Excellent customer service skills and a friendly approach would be beneficial.

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, Outlook

Benefits of working at St Simon Stock Catholic School:

- Well behaved students who are keen to learn
- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff
- Access to Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources
- Generous Pension Scheme

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 fostering a very caring environment and a great record for investing in staff training and development.

Please contact the school at HR@ssscs.co.uk if you would like to visit the school.



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Job description

Job Title:	Pastoral Manager (Covid Recovery)
Salary Grade:	KR6 (£23,801 to £25,262 FTE) pro rata £21,184 to £22, 485 approximately
Hours/week:	37 hours per week
Weeks/year:	Term Time plus two weeks (to include 5 CPD days) 40 weeks in total

Job Purpose:

To work under the guidance of the members of the SLT in charge of pastoral/year teams and SEND and alongside Heads of Year, to provide support for students' academic progress and personal development and to manage the intervention work of Pastoral Managers. To set up, coordinate and evaluate the supportive "space" intervention room. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or received information which could be confidential.

Key Duties	
Pastoral Team Meetings	Liaise with the member of the SLT in charge of pastoral/year/SEND teams to contribute to agendas for weekly Pastoral Manager meetings
	Contribute to weekly meetings of Pastoral Managers and help produce and circulate minutes in a timely manner
Training of Pastoral Managers	Regularly analyse the training needs of Pastoral Managers and work with the member of the SLT in charge of pastoral/year teams to set up appropriate training
Pastoral Manager Duty Rota	Help formulate rotas for Pastoral Managers, covering areas of the hub, after school detentions and duties and to do this in collaboration with the SLT i/c of pastoral care and SEND.
Preventative Pastoral Work	With support from the SLT in charge of pastoral teams/SEND, help coordinate rotas for preventative Pastoral Manager work (e.g. reflections workshops, nurture groups and morning check-ins for vulnerable students)
	With support from the SLT in charge of pastoral/year teams/SEND, quality assure preventative workshops, clubs and other activities
Uniform checking process	Oversee uniform checking systems and ensure that they are carried out consistently across all years
Place2Be	Act as a link Co-ordinator for Place2Be, alongside the SLT in charge of pastoral teams and SEND.
	To represent the school when working with other schools in regards to managed move students
	To represent the school in regards to Alternative Provision providers.
St Josephine Bakhita Hub/ SEND	To work in collaboration with the Assistant Head SEND to manage the smooth running of the Hub.



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Job description

2	Safeguarding Duties	
2.1	Managing referrals	<p>Support DSL in referring cases of suspected abuse to the local authority children's social care.</p> <p>Support staff who make referrals to local authority children's social care.</p> <p>Support DSL in referring cases to the Channel programme where there is a radicalisation concern.</p> <p>Support staff who make referrals to the Channel programme.</p> <p>Support DSL in referring cases where a crime may have been committed to the police.</p> <p>Keep detailed, accurate and secure written records of concerns and referrals.</p>
2.2	Working with staff and other agencies	<p>Support the DSL in ensuring staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).</p> <p>Inform the DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.</p> <p>Support the DSL in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral.</p> <p>Act as a source of support, advice and expertise for staff.</p> <p>Understand the assessment process for providing early help and intervention.</p> <p>Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.</p> <p>Support the DSL when required by attending and contributing to child protection case conferences effectively when required to do so.</p>
2.3	Training	<p>Undergo training to develop and maintain the knowledge and skills required to carry out the role.</p> <p>Undergo Prevent training and be able to: Support the school or college in meeting the requirements of the Prevent duty Provide advice and support to staff on protecting children from the risk of radicalisation</p> <p>Undergo training on female genital mutilation (FGM) and be able to: Provide advice and support to staff on protecting and identifying children at risk of FGM Report known cases of FGM to the police, and help others to do so</p> <p>Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.</p> <p>Obtain access to relevant resources.</p> <p>Undertake Refresher DSL training every 2 years as currently required.</p>



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2.4	Raise awareness	Support the DSL in ensuring the school's child protection policies are known, understood and used appropriately.
		Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the school community.
		Support the DSL in ensuring that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
		Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
		Be alert to the specific needs of children in need, those with special educational needs and young carers.
		Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
2.5	General Safeguarding Administration	Where children leave the school, work with the DSL to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
		Assist the DSL in producing safeguarding reports to the governing board.
		Model best practice and uphold the principles of confidentiality and data protection at all times.

3	Pastoral duties	
3.1	Champion the School's Mission, Values and Ethos	Actively promote the school's ethos within a supportive environment by being a positive presence around the school, particularly at key times such as lesson change-over
		Monitor behaviour and reward points given to students and celebrate student achievement regularly and in line with school policy, with a particular focus on disadvantaged students.
3.2	Pupil-focussed Events	Contribute to school events such as celebration of achievement and work alongside the Heads of Year to organise year events within a year group
3.3	Attendance	Work with the SLT and the Attendance Officer on the promotion of outstanding attendance and punctuality, ensuring that information, particularly student concerns, are shared effectively and employ a range of strategies to improve students' attendance levels. This role will have a key focus on working with students who are persistently or severely absent from school.
3.4	Communication with Staff	Communicate key information to members of staff to support student engagement, learning and progress
3.5	Assemblies	Work with the pastoral team and SLT to ensure assemblies run smoothly and that Pastoral Managers are in place to monitor the quality of student engagement in assemblies
		Work with the SLT and Pastoral Team to ensure that each assembly recognises the achievements of students in that cohort and issues appropriate rewards, certificates and praise according to the school's Rewards and Recognition programme



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4 Personal development, behaviour and welfare		
4.1	Monitoring Behaviour	Monitor the engagement of identified students (as escalated by Pastoral Managers) using Class Charts and visits to lessons and with a particular focus on disadvantaged students.
4.2	Restorative Conflict Resolution and Student Support	Undertake restorative resolution between students after conflicts and when students are returning to classes after an incident
		Maintain up-to-date restorative resolution training of Pastoral Managers and quality assure their resolution sessions
		Work with students on a one-to-one or small group basis to resolve personal issues and provide emotional support
		Attend key meetings as directed by the Head of Year/SLT to discuss student progress and wellbeing, e.g. ISR meetings, attendance meetings and meetings with external agencies as required
4.3	Wellbeing	Promote the emotional wellbeing of students and support students in making healthy, safe lifestyle choices
4.4	On Call and Investigation	Support the school on call system by assisting with the investigation of reported incidents
		Investigate issues, making recommendations to the SLT about appropriate levels of sanction and escalation

5 Communication and admin		
5.1	Pastoral Manager Communication Systems	Work with the Pastoral Team to ensure information is shared in good time with all who need it
5.2	Record Keeping	Oversee high standards of record keeping in the Pastoral Team
5.3	Students Causing Concern	Liaise across the school via email and in person about students causing significant concern, ensuring staff are aware of plans in place for these students
5.4	Use of IT	Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner to aid effective communication

6 Personal responsibilities		
6.1	Health & Safety	Carry out the duties and responsibilities of the post, in accordance with the schools Health and Safety Policy and relevant Health and Safety Guidance and Legislation
6.2	Commitment to CPD	Undertake training and professional development as appropriate, critically evaluating own practice and identifying areas for further development and sourcing appropriate training and development opportunities to address these
6.3	Statutory Frameworks and Trust Policies	Actively work under the child protection framework to keep students safe from harm
		At all times, carry out the responsibilities of the post with due regard to the Equalities, Child protection and data protection legislation
		Ensure all duties are carried out in accordance with KCSP and school policies
6.4	Other	Undertake other duties appropriate to the post that may reasonably be required from time to time

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

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	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
	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@ssscs.co.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: Friday 6th October 2023 at 09:00
Interviews to be held: w/c 9th October
Start date: ASAP

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 Simon Stock Catholic School 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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