

**Love God
Work Hard
Be Kind**



Holy Cross

CATHOLIC HIGH SCHOOL

Pastoral Manager KS4

Contract: 37 hours per week, term time plus five days, permanent contract

Start date: October 2022, or sooner if available

Salary: Grade 6 Pt 11-19 (£22,129 - £25,927 pro rata)

Closing date: 29 September 2022

Interview: 6 October 2022

We are seeking to recruit an exceptional candidate to play an active part in the whole school community. The candidate should be committed to overseeing the continued development of a culture of high expectations and standards for staff, pupils and parents with regards to the holistic education of every child including the academic, spiritual, social, cultural and moral aspects of their growth.

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

The role:

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member who joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- Robust effective behaviour system
- Thorough, supportive induction process
- Bespoke CPD
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

You will:

- Have an unwavering determination to deliver excellence for pupils from all starting points
- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Have the drive, skills and resilient character required to help develop our school
- Have an excellent attendance and punctuality record



Child Protection Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Job Description

Pastoral Manager KS4

Responsible to:

- Headteacher, Assistant Headteacher

Key Responsibilities

Support the Head of Year team on a daily operational basis. Liaise with parents, staff and pupils to ensure that best outcomes for all stakeholders.

Support for Pupils

- Work directly with staff and parents to improve pastoral support and care for pupils
- Ensure that all queries from parents, pupils and external agencies are responded to within appropriate and reasonable time-scales
- Ensure that appropriate data is collated and issues are resolved within appropriate guidelines
- Take responsibility to ensure that all safeguarding issues are appropriately referred and deal with, consulting with the Assistant Headteacher or Head of Year
- Liaise with SENDCo regarding pupils with SEND needs
- Liaise with parents/carers and staff regarding pupil issues/concerns, including meeting with parents who 'just turn up'
- Conduct support sessions for pupils, including mediation where required and in accordance with appropriate policy and guidance
- Record individual information about any pupils, following personal intervention, using the school's Synergy/CPOMS record keeping systems
- Organise Pastoral Support Plans, including gathering relevant information from pupils, parents and staff, attending reviews and setting targets
- Promote positive values attitudes and good pupil behaviour, encouraging pupils to take responsibility for their own behaviour in line with the school mission **Love God, Work Hard, Be Kind**
- Contribute to pastoral supervision of pupils lunch/break time.
- Where appropriate, use CCTV as a reactive tool to inform actions
- Work pro-actively to prevent bullying, in line with the schools anti-bullying policy and also work to address incidents of bullying, in line with the school's policies and procedures
- Promote inclusion and acceptance of everyone within the school
- Understanding of how to minimise the consequences and impact of issues adversely affecting health and well-being of children and young children

Support Pastoral Leaders Management

- Share appropriate data and information with relevant staff
- Effectively liaise and communicate with other colleagues on school and pastoral matters, particularly Heads of Year
- Complete and maintain appropriate confidential records and ensure confidentiality is maintained in all aspects of work
- Manage disclosures and safeguarding issues ethically to ensure pupils well-being and safety, sharing all Child Protection concerns with Designated Safeguarding Lead
- Provide advice and guidance to staff, pupils and others on pastoral matters, in accordance with school procedures
- Use safeguarding systems (CPOMS), ensuring that all queries and actions from CPOMS are followed up
- Attend and minute (and in some cases Chair) meetings in the capacity of Pastoral Coordinator eg Team Around the Family on behalf of school
- Complete referrals to outside agencies and maintain appropriate liaison to ensure actions are complete



Person Specification

Pastoral Manager KS4

To be able to share and support Holy Cross' mission and vision.



Skills and Knowledge

- Ability to remain calm in situations of high tension and deescalate
- Ability to manage own workload and work on own initiative
- Ability to work constructively as part of a team
- Ability to relate well to children and adults
- Good ICT and record keeping skills
- Ability to communicate effectively both orally and in writing
- Good organising, planning and prioritising skills
- Methodical with a good attention to detail
- Good understanding of Keeping Children Safe in Education
- Ability to operate within GDPR and confidential parameters
- Knowledge of issues likely to adversely affect the health and well-being of children and young people
- Understanding the restorative processes
- Understanding of how to minimise the consequences and impact of issues adversely affecting health and well-being of children and young children

Experience and Qualifications

- English and Maths GCSE essential (or equivalent)
- Previous experience of working with young people in education desirable

Professional Values

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements
- A commitment to equal opportunities
- A willingness to promote the Catholic ethos of the school
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work
- Willingness to engage in extra-curricular activities
- A good sense of humour and highly enthusiastic about working with young people
- Has a professional and respectful approach
- Can demonstrate listening skills
- Takes responsibility and accountability
- Committed to the needs of pupils, parents and other stakeholders
- Adaptable to change and can embrace change
- Has the ability to learn from experiences and challenges
- Is committed to continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, opens to ideas and development new skills

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion or to arrange a visit please contact:

Mr P Morris, email: p.morris@holycross.lancs.sch.uk or Tel: 01257 262093

Completed application forms to be returned to vacancies@holycross.lancs.sch.uk

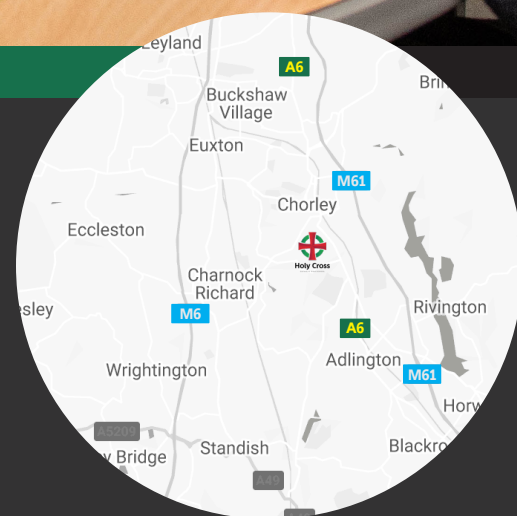
This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. Candidates should also refer to the most up to date Teacher Standards for the generic responsibilities of a main pay scale teacher. This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.



Holy Cross

CATHOLIC HIGH SCHOOL



How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.

TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosscholr](https://twitter.com/holycrosscholr)