

Saint Bernard's



Catholic
High School

Recruitment Pack



St Bernard's Catholic High School

Contact us:

01709 828183

www.sbch.org.uk

schooladmin@sbch.org.uk

Herringthorpe Valley Road, Rotherham, S65 3BE

About us:

At St Bernard's we believe that all persons are created by God, unique and equal. We strive to create a caring Christian community in which we provide education based on Gospel values where all people reach their full potential.

We aim to develop positive relationships with every individual and family, the parishes and wider community.



St Bernard's Catholic High School is a member
of the St Francis Catholic Multi Academy Trust



Job Title: Senior Pastoral Lead
Salary/Grade: DHSF2 NJC Band I £40,444 - £43,149
Actual Salary Range: £35,777 - £38,670
Hours: 37
Contract Type: Permanent
Working Weeks: Term Time Only
Closing Date: 9am on Friday 25th September
Interview Date: w/c 28th September 2026
Start Date: As soon as possible

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique, serving wide ranging communities, we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

We are seeking an inspirational Senior Pastoral Lead who can champion pupil well-being and personal development, working alongside the Assistant Headteacher for Pastoral Care to introduce innovative, proactive strategies that cultivate exceptional behaviour, attendance, and character. The candidate will play a pivotal role in leading key pastoral initiatives, managing targeted student interventions, and building strong, supportive partnerships with pupils, parents, and external community agencies.

Main purpose of the job

To support and enrich the Catholic Life of the St Bernard's community by providing outstanding pastoral care, academic guidance, and effective teaching. This role leads on maintaining high standards of behaviour, attendance, and well-being across year groups through the line management of the Head of House team, targeted pastoral interventions, and robust support strategies (including Pastoral Support Plans and SEMH care). By building strong partnerships with SLT, staff, parents, and inclusion teams, the post holder ensures a safe, supportive, and high-achieving environment where every pupil can thrive.





Job Description

Duties & Responsibilities

Main Purpose of the Post

- To support and contribute to the Catholic Life of the St Bernard's community
- To ensure the effective education of pupils in assigned classes in line with departmental and whole school objectives, policies and schemes of work
- To ensure outstanding pastoral care for all pupils, their families and the school community

Roles and Responsibilities

- To liaise with our learning community to support pupils across the school
- To ensure that all pupils within the year groups progress academically and pastorally during the academic year
- To provide the pupils with the highest level of pastoral care, guidance and support to enable them to be happy and healthy at all times
- To liaise with the Heads of Year and Heads of House in order to identify any pupils of concern, barriers to learning and subsequent intervention strategies
- To meet and contribute to discussions with other staff regarding pastoral issues and developments
- To organise rewards and sanctions in line with the school policy
- To reinforce behaviour and uniform sanctions
- To supervise and offer support during breaks, lunchtimes and end of the school day
- To manage the collation and presentation of evidence for suspension across all year groups
- To create, update and lead on Pastoral Support Plans for pupils, monitoring, evaluating and reviewing these plans to ensure best value for money and impact
- To ensure the highest standards of behaviour across all year groups, to facilitate a strong climate for learning and ultimately, to support strong outcomes for pupils
- To liaise with parents/carers to ensure effective relationships between the home and school, facilitating positive behaviour for learning
- To provide families with support and care in times of need
- To liaise with the Attendance Team to ensure the highest standards of attendance for individuals, form groups and across year groups
- To contribute significantly to professional meetings in order to intervene with and support the most vulnerable pupils
- To report to the Senior Leadership Team on the progress of year groups and the impact of school wide strategies to support progress
- To lead the Head of House team and have fortnightly line management meetings
- To coordinate and manage St Monica's Reflection room including school work and productivity





- To coordinate and manage pastoral interventions appropriate to relevant pupils
- To attend and coordinate key student information for the fortnightly inclusion meetings
- To oversee Off Site Direction (OSD) arrangements and reviews
- To manage and run detentions
- To identify repeat offenders and look at the actions to reduce repeat behaviours
- To support pupils with SEMH
- To analyse behaviour concerns and identify interventions to help reduce these behaviours





Person Specification

Criteria	Essential/Desirable
Qualifications and Training	
Evidence of continuous professional development (CPD) relevant to pastoral support, behaviour management, or child welfare	Essential
Basic ICT skills to include knowledge/use of internet	Essential
Good general standard of education (e.g., 5 GCSEs at Grade C/4 or above, including English and Mathematics, or equivalent qualification/experience)	Essential
Relevant degree or professional qualification in Youth Work, Education, Social Care, Counselling, or Child Development	Desirable
First Aid Trained	Desirable
Experience	
Significant experience working directly with young people in a secondary school or similar educational/youth setting	Essential
Proven track record of managing challenging behaviour and promoting positive behaviour strategies	Essential
Experience developing, implementing, and reviewing Support Plans and targeted interventions	Essential
Demonstrated success in supporting pupils with Social, Emotional, and Mental Health (SEMH) needs	Essential
Experience liaising with families/carers to build collaborative relationships and resolve issues	Essential
Experience coordinating multi-agency support or participating in statutory/professional inclusion meetings	Essential
Skills and Knowledge	
Deep knowledge of behaviour management models, intervention strategies, and climate-for-learning practices	Essential
Strong understanding of SEMH needs and how emotional well-being impacts academic outcomes	Essential
High-level interpersonal, communication, and de-escalation skills	Essential
Excellent administrative and organisational skills, with the ability to analyse behaviour and attendance data to identify trends	Essential
Competence in using school management information systems (MIS) to track behaviour, sanctions, and rewards	Essential
Personal Qualities	
Deep empathy, patience, and resilience when dealing with complex or challenging pupil behaviours.	Essential





Firm, fair, and consistent approach to enforcing school standards, policies, and sanctions.	Essential
High emotional intelligence, discretion, and ability to maintain strict confidentiality	Essential
Strong commitment to promoting equity, diversity, and inclusion across the school community.	Essential
Safeguarding	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

Interested in applying?

To arrange a visit to school please contact school via the email jobs@sbch.org.uk

