



BISHOP HOGARTH  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**PASTORAL MANAGER**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Pastoral Manager

**Reporting to:** Headteacher, Senior Leadership Team and Heads of Year

**Job Purpose:** To deliver bespoke support on behaviour strategies, attendance, resilience, emotional well-being and mentoring and be a key liaison between school and home to ensure positive relationships.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# JOB DESCRIPTION

1. Monitor the academic progress of students in the year group and to support them in fulfilling their academic ability.
2. To actively monitor and respond to pastoral developments and initiatives at national, regional and local levels.
3. To set and maintain high standards of discipline, behaviour, appearance and uniform.
4. Organise the collection of statements from pupils following any incidents.
5. Deal with queries and problems in relation to students, including their supervision when removed from lessons.
6. Co-ordinate the supply of references on students to further education establishments and employers.
7. Plan schedules of work missed by students and support their reintegration.
8. Receive unwell students, contact their parents as necessary and act as a school first aider.
9. Monitor student attendance and punctuality and work with them to improve it.
10. Work with teaching staff to undertake assessments of pupils to determine those in need of particular help and develop a support plan of appropriate interventions and action to lower the risk of exclusions.
11. To be accessible to parents, carers and children and develop positive working relationships and offer early intervention and preventative support.
12. Work with children on social interaction skills, risky and emotional behaviour, and to support and promote engagement. Promote emotional well-being via planned intervention with pupils and their parents/carers.
13. Support school policies on behaviour and anti-bullying strategies.
14. To ensure the maintenance of accurate and up to date information on the management information systems and make use of analysis and evaluate performance data provided to take appropriate action.
15. Provide advice to pupils relating to their social, health, hygiene and emotional development needs and provide feedback to pupils in relation to their progress, achievement, behaviour and attendance.
16. Act as the first point of contact for parents and students when personal matters affect learning and establish rapport and respectful trusting relationships with students, their families and external agencies.

# JOB DESCRIPTION

17. Attend meetings as directed and report back to senior leaders. Liaise and work closely with statutory and voluntary agencies.
18. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
19. To carry out your duties with full regard to the Trust Equality Policy.
20. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
21. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
22. Any other duties of a similar nature related to the post which may be required from time to time.
23. To supervise any student in inclusion as and when required.
24. To attend Progress and Information Evenings to offer support and strategies to enhance education.
25. To help with the school's Summer School.



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
<b>QUALIFICATIONS &amp; EDUCATION</b>	E1	GCSE English & Maths Grade A* - C or equivalent	AF, C
	E2	Be passionate about developing children as learners and understand how children learn in a secondary school and inclusive setting	AF, C
<b>KNOWLEDGE &amp; SKILLS</b>	E3	Ability to support students in classroom settings	I, R
	E4	Highly developed organisational skills	I, R
	E5	Ability to contribute positively to a team, and willing to take responsibility and demonstrate good leadership	I, R
	E6	Be adept at using a range of IT packages to access information and record actions.	AF, R
	E7	Highly developed oral and written communication skills	AF, I, R
	E8	A willingness to partake and share good practice	AF, I
	E9	Ability to form productive relationships with young people	I
	E10	Be committed to the safeguarding of all children and have proven skills and abilities to support safeguarding across the school	AF, I, R
	E11	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF, I
	<b>PERSONAL ATTRIBUTES</b>	E12	Professional vision
E13		Ability to enthuse young people with their learning and studies	AF, I, R
E14		Outstanding role model for children	AF, R
E15		Ability to respond to change	AF, I, R
E16		Ability to relate well to colleagues	I, R
E17		Ability to think clearly, calmly and to complete tasks successfully	I, R
E18		Willing to be involved in the whole life of the school	AF, I, R
E19		Fully supportive of the school's Catholic/Christian ethos and a willingness to promote this ethos at every opportunity	AF, I, R

# PERSON SPECIFICATION

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
<b>KNOWLEDGE &amp; SKILLS</b>	D1	A willingness to contribute to and lead extra-curricular activities within, and outside of, the department	AF, I, R
	D2	Have a strong understanding of how to support pupils in achieving and maintaining good mental health.	I

Key - Stage identified	
<b>AF</b>	Application Form
<b>C</b>	Certificates
<b>T</b>	Tests
<b>P</b>	Presentation
<b>I</b>	Interview
<b>R</b>	References
<b>L</b>	Lesson
<b>D</b>	Disclosure and Barring Check



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*We are*  
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*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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