



# St Augustine's Catholic College

*Together we're stronger*

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## Candidate Information Pack Pastoral and Behaviour Support Officer

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## Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King.' We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included. We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community.

At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment:

*"The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does."*

For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society. In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment. Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students.

Our recent OFSTED report also noted,

*"Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported."*

If you join us, you will be entering a supportive and challenging environment where you can grow professionally while sharing your talents with our vibrant community. We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle  
Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk).





## Our Values and Purpose

### Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

### Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.





# Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their: • race, religion, first language or ethnicity • gender or sexuality • age • health or disability • political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

## Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

## Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child

protection procedures

- sharing information about concerns with agencies who need to know, and involving children and their

parents/carers appropriately

- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance





## About the role

We are seeking a dedicated and proactive Pastoral and Behaviour Support Officer to join St Augustine's Catholic College as soon as possible, supporting pupils aged 11–18. This pivotal role involves working closely with pupils to help them overcome barriers to learning, fostering their wellbeing, and promoting their personal development. A visible and approachable presence in the school, you will also manage a safe and welcoming space where students can seek support and guidance.

The successful candidate will build strong relationships with pupils, parents, carers, and external agencies, fostering collaboration to create a supportive network that enhances student outcomes. The ability to deliver targeted interventions, either one-to-one or in small groups, focused on developing emotional resilience, social skills, and wellbeing, is desirable. Excellent communication skills, including proficiency with ICT, will be essential for liaising with the Safeguarding Team, Heads of Year, and families to ensure a joined-up approach to pupil welfare.

We are looking for someone who is empathetic, approachable, and passionate about supporting young people. While experience in a pastoral or educational setting is advantageous, we welcome applications from individuals with a flexible and proactive attitude who are willing to learn and develop their skills.

Training and development opportunities will be provided to the successful candidate. If you are enthusiastic about making a meaningful impact on young people's lives, we would love to hear from you





## Job Description

*St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	Pastoral and Behaviour Support Officer
<b>Reports to:</b>	Safeguarding Team Lead
<b>Pay Grade:</b>	H 15-17 £16.35 - £17.47 p/hr
<b>Hours:</b>	Between 26 and 33 hours available, term-time only

### Job Purpose:

To enable all pupils to engage in education by providing targeted and proactive support around welfare, behavioural, and attendance issues. This role involves working closely with staff, parents/carers, pupils, and external agencies to identify and address barriers to learning, fostering an inclusive and supportive school environment. The Pastoral Support Officer will ensure that effective policies and procedures are in place to promote pupil wellbeing and contribute to the college's wider goals. All members of staff are expected to work within the College's policy framework to help achieve its aims and objectives. Familiarity with the relevant policies, which are accessible on the College website, is essential for working effectively within these parameters

## Main Duties / Responsibilities

### Pastoral support and engagement

- Play an active role in supporting the range of pastoral needs of pupils, including behavioural concerns, mental health and wellbeing, attendance, and engagement. Act as a mentor for pupils requiring
- additional guidance, monitoring their progress and reporting on outcomes. Deliver targeted interventions, such as strategies for managing anxiety or anger, and develop resources to enhance pupil
- support.

### Safeguarding and welfare

- Undertake Deputy Designated Safeguarding Lead (DDSL) responsibilities, working alongside the Designated Safeguarding Lead (DSL).
- Collaborate with the Safeguarding Team to identify and support pupils with specific safeguarding needs, including preparing for and attending safeguarding meetings, creating risk assessments, and writing safety plans.
- Ensure accurate and up-to-date safeguarding records are maintained on the school's record-keeping system.
- Build and maintain partnerships with external agencies (e.g., social care, CAMHS, GPs, police) to provide comprehensive support for pupils.



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**cont'd**

### **Attendance and behaviour management**

- Promote and support high attendance in collaboration with the Attendance Officer and Heads of Year.
- Manage pupils on behaviour improvement plans and support the implementation of the college's Behaviour Policy, including issuing rewards and sanctions where appropriate.
- Liaise with the SEN Department to address learning needs identified in pupils and contribute to risk assessments where required.

### **Administration and collaboration**

- Prepare documentation for meetings with parents/carers, staff, or external agencies and take minutes where required.
- Contribute to regular Pastoral and Safeguarding Meetings to ensure effective communication and planning.
- Participate in the College's Performance Management process and engage in professional development activities to support personal and professional growth.

### **General**

- Actively contribute to the implementation of the College's ambitions and Development Plans, supporting the broader aims of the school community.
- Be flexible and adaptable to meet the needs of the role, undertaking any additional duties as required to support the welfare and progress of pupils.

*This Job Description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re- evaluation.*



## Person Specification

	Essential Requirements	Desirable Requirements	How identified
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>GSCE English and Maths (A* - C) or equivalent (Level 2 Basic Skills Literacy/Numeracy)</li> <li>Experience of working with young people and families</li> <li>Recognition of the need for continuing development and training</li> </ul>	Experience of working successfully with disaffected students, including those with challenging behaviour Experience of working within education	Application form
<b>Experience of Teaching and Educational Leadership</b>	<ul style="list-style-type: none"> <li>Sound understanding of data protection and confidentiality</li> <li>Understanding of the statutory requirements of legislation concerning safeguarding and child protection</li> <li>Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers</li> <li>Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement</li> <li>Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour</li> </ul>	Experience of keeping formal records and completing assessments of need Willing and able to keep up to date with legislation/ guidelines	Application form/ interview/ task
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of students.</li> <li>Good oral and written communication</li> <li>Ability to inspire and motivate pupils</li> <li>Excellent interpersonal skills</li> <li>Ability to develop teamwork</li> <li>Ability to deal sensitively with pupils and their families</li> <li>Ability to deal with regular interruptions</li> <li>An ability to work under pressure whilst helping others to remain calm</li> <li>Confident and able to use own initiative</li> <li>Ability to communicate effectively with a range of audiences and a range of media.</li> <li>Ability to develop positive relationships with students, parents and colleagues.</li> <li>Enthusiastic and motivated</li> <li>Approachable and empathetic</li> <li>Organised and resourceful</li> <li>Flexible</li> <li>Resilience and positivity</li> <li>Commitment to the pastoral care of all students.</li> <li></li> </ul>	Practicing Catholic Christian/ Christian	Application form/ interview/ task





## A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

### Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practice.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration.

All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

### Cycle Scheme

St Augustine's Catholic College is a registered employer of the Cycle Scheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

### Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.

### Pension Scheme Contributions

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)

You have the option to increase your own contributions

There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough

Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service

If you become seriously ill you can take your pension straight away



**Pension Scheme Contributions (cont'd)** The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 23.68%) to ensure that your fund is sufficient at the time you retire. Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

**Support** The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

**Community Focused** At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be. Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced. We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



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## How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form on our website. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk) before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk).

Please visit our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) for more information about our College.



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