



Saint Pius X
Catholic High School

Recruitment Pack



*'Love one
another
as I have
loved you.'*
John 13

Contact us:



01709 767900



www.saintpiusx.school



info@saintpiusx.school



Wath Wood Road, Wath upon Dearne,
Rotherham, South Yorkshire S63 7PQ

About us:

Saint Pius X Catholic High School is a Catholic school in which the Gospel message of the Kingdom of God is revealed through our work and through the relationships we establish with our brothers and sisters in Christ.



St Pius Catholic High School is a member
of the St Francis Catholic Multi Academy Trust



Job Title: Pastoral Support Officer
Salary/Grade: DHSF2 Band D £26,427 - £26,847
Actual Salary Range: £22,970, - £23,335
Hours: 37
Contract Type: Permanent
Working Weeks: Term Time Only (Includes 2 INSET Days)
Closing Date: 9am Thursday 8th October 2026
Interview Date: W/C Monday 12th October 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 looking for Pastoral Support Officer to manage and support the wellbeing, safeguarding and attendance of students, to ensure that every child achieves their potential and that barriers to this are removed or minimised.

Main Purpose of the Job

The Pastoral Support Officer will be required to liaise on an informal and a formal basis with a wide range of individuals and agencies, including the SLT, Subject Leaders and Class Teachers, Student support managers, heads of year, the SENDCo, the admin team, parents, family support officers and social workers.

Duties and Responsibilities

- Work in the reflection area to ensure continuous flow of appropriate work for students
- Working collaboratively with staff and students during to ensure students attitude to others and attitude to learning is positive



- Championing those vulnerable to underachievement, thereby closing the gap in students' outcomes and reducing any in school variation where it exists. Ensuring the work set for students in reflection matches that of their curriculum
- Under the direction of Senior Staff, communicate with parents and outside agencies as part of school behaviour improvement strategies
- Provide supervision for isolated and externally excluded students including setting work for suspended students
- Assist SLT in monitoring student behaviour via Arbor and the school report system
- Maintain records and collect data relating to behaviour and achievement in relation to students who are in reflection

Main responsibilities

1. Support Catholic values and attitudes within the daily activities and practices of the centre.
2. Develop a range of strategies to help students with barriers to learning to become more effective learners and raise their aspirations.
3. Contribute to the continued development of intervention strategies to support students, meeting their individual needs.
4. Student Welfare, Behaviour and Safety
5. Student Engagement, Support and Achievement
6. Communication, Reporting and Liaison

1. Student Welfare

- Assume responsibility for the welfare and behaviour of students; follow up incidents; maintain detailed records and student files; have meetings with parents during or after school as required, sometimes with other senior staff members; arrange sanctions where appropriate; communicate with parents Track reflection, detentions dinner and after school inform parents re non-attendance , set work for students in reflection or those who have been suspended, working with heads of departments to ensure the work is appropriate.
- Supervise students who are in reflection or working in the student support centre, and support them in completing their work. This may include students from other schools.
- To work with identified students as an alternative to exclusion and/or to prevent exclusion
- Work with students on an individual and group basis to contribute to more effective learning and through improved behaviour for learning and social skills
- Work alongside the Attendance and Welfare officer to ensure student attendance is high and vulnerable students and families are supported
- Take appropriate actions when dealing with safeguarding issues or concerns
- Promote, encourage and maintain high standards of attendance, health and safety and dress



2. Student Engagement, Support and Achievement

- Identify and take appropriate action on issues arising from data, systems and reports (behaviour, academic, punctuality); setting deadlines where necessary and reviewing progress on the action taken
- Monitor the impact of any and all interventions/support put in place for identified student and groups of students
- To ensure the Behaviour Management system is implemented so that effective learning can take place
- Communicate with parents to facilitate effective support programmes for the students
- To maintain a bank of resources for emergency support for detained and excluded students
- To support with the running of examinations for key students

3. Communication, Reporting and Liaison

- Ensure effective communication (with appropriate record keeping) and foster and maintain positive relationships with all stakeholders and external agencies to support best outcomes for students
- Work with the SLT, SSM, HOYs and SENDCo to arrange appropriate meetings, delivery of interventions and referrals to outside agencies where appropriate
- Ensure the maintenance of accurate and up-to-date information concerning students on the management information system
- Take responsibility for communication in relation to Reflection letters, suspension letters, recording on local authority systems. Scan and track return from suspension meetings and type up notes for parents
- Take responsibility for the generation of Partial timetables, Off Site Directions, Managed Moves under the guidance of SLT. Write and track, inform HOY to update, recording on local A systems inform attendance - record on Arbor

Person Specification

Criteria	Essential	Desirable
Qualifications & Training	Good standard of education, including GCSE English and Maths (Grade 4/C or above or equivalent) Understanding of safeguarding responsibilities and child protection procedures Commitment to ongoing professional development	Relevant safeguarding, behaviour management or pastoral care training First Aid qualification Team Teach or de-escalation training
Experience	Experience working with young people in a school or educational setting	Experience working within a secondary school reflection/isolation unit



	Experience supporting students with behaviour, attendance or welfare needs Experience communicating effectively with parents/carers and external agencies Experience in maintaining accurate records and reports	Experience working with vulnerable students or students at risk of exclusion Experience using Arbor or similar MIS systems Experience supporting examinations or intervention programmes
Knowledge & Understanding	Understanding of behaviour management strategies and restorative approaches Understanding of safeguarding, child protection and confidentiality requirements Awareness of the factors affecting student engagement, behaviour and achievement	Knowledge of attendance procedures and local authority processes Understanding of SEND and barriers to learning Knowledge of exclusion processes, managed moves and partial timetables
Skills & Abilities	Strong interpersonal and communication skills with students, staff and parents Ability to manage challenging behaviour calmly and professionally Ability to build positive and respectful relationships with students Ability to work collaboratively as part of a wider pastoral team Ability to supervise students independently and maintain a productive environment Competent IT skills, including use of school systems and Microsoft Office	Ability to analyse behaviour and attendance data Ability to deliver small group interventions
Personal Qualities	Calm, resilient and emotionally intelligent Professional, reliable and organised Committed to inclusion and supporting vulnerable students Able to maintain confidentiality and professional boundaries Flexible and adaptable in response to school needs	



	Commitment to safeguarding and promoting the welfare of children and young people Supportive of the school's Catholic ethos and values	
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This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Academy and Trust.

Interested in applying?

To arrange a visit to school please contact school via the email sgraham@saintpiusx.school.

