



Saint Joseph's
CATHOLIC SCHOOL

Pastoral Manager / Mental Health Lead (maternity cover)

“With God’s love and inspiration, we aspire and
achieve excellence”

CANDIDATE INFORMATION



Welcome from the Headmaster

Dear Candidate,

The Governors and I welcome your interest in the position of Pastoral Manager / Mental Health Lead at St Joseph's Catholic School.

We are seeking to appoint an enthusiastic, reliable and confident individual to join our vibrant and inclusive Catholic secondary school from September 2026. The successful candidate will have experience of working with children or young people and have high expectations, and the ability to motivate and inspire pupils to achieve.

St Joseph's is a secondary comprehensive school with approximately 550 pupils on roll. We work as part of the Clifton Diocese and in partnership with other local catholic primary and secondary schools. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and improving our pupil's life chances.

This is an invaluable opportunity to make a significant impact in our pupil's and their family's lives. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

Dates

Closing Date: 14th August 2026

Interview Date: 21st August 2026

Start Date: September / October 2026

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr M Higgins
Headmaster

Key Information

Post:	Pastoral Manager / Mental Health Lead
Salary Range:	Grade H (pro rata)
Responsible To:	Deputy Head
Contract Type:	Permanent, 37 hours per week

Dates

Application Deadline:	14th August 2026
Interview Date:	21st August 2026
Start Date:	September / October 2026



Pupils feel welcome and included at St Joseph's. Kindness, tolerance and respect permeate all aspects of school life. Pupils know that they are valued as individuals, whatever their faith or background."

Ofsted 2024



Senior Leadership Team Structure

Headmaster
Mr M Higgins

Deputy Head
(Pastoral)
Mr K McGuinness

Deputy Head
(Academic)
Mr R Rooney

Operations &
Strategic Director
Mrs K Snell

Assistant Head
(Inclusion)
Mrs F Nobis

Assistant Head
(Digital Strategy)
Mr O Ford



Key Responsibilities for Pastoral Manager / Mental Health Lead

Main Duties and Responsibilities

- To lead and develop the school's pastoral, mental health and wellbeing provision.
- To coordinate targeted interventions and support programmes for vulnerable pupils.
- To support safeguarding processes and attend safeguarding meetings where appropriate.
- To develop partnerships with CAMHS, Educational Psychologists, Social Care and other external agencies.
- To deliver staff training on mental health awareness, trauma-informed practice and effective pastoral strategies.
- To support programmes linked to pupil wellbeing and personal development.
- To ensure school policies and procedures relating to personal development, wellbeing and safeguarding are fully implemented.
- To support pupils' successful reintegration into mainstream lessons where appropriate, including attendance support in partnership with the Attendance Officer and Deputy Head.
- To maintain a purposeful and supportive atmosphere within the pastoral provision area, ensuring pupils engage positively in learning and intervention activities.
- To promote positive behaviour through effective behaviour management and restorative approaches, reporting concerns in line with school policy.
- To implement programmes that support pupils' social, emotional and mental health development.
- To create, monitor and review personalised support plans, sharing strategies and recommendations with relevant staff.
- To deliver one-to-one and small-group interventions focused on mental health, wellbeing, resilience and personal development.
- To work collaboratively with pupils, families, staff and external agencies to secure positive outcomes for young people.
- To monitor, record and analyse intervention data, contributing to the evaluation of pastoral, attendance and wellbeing provision.
- To make referrals and coordinate support from external agencies as directed by the Deputy Headteacher, Senior Leadership Team and Designated Safeguarding Lead.
- To attend and contribute to multi-agency meetings and reviews.
- To develop and deliver support programmes for parents/carers that promote positive wellbeing and engagement with school.
- To contribute to the school's strategic priorities relating to attendance, behaviour, inclusion, personal development and mental health.

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but following consultation with you, may be changed by the headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.



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“The harmonious, inclusive atmosphere is underpinned by warm relationships between pupils and staff. Pupils have trusted adults to whom they can speak if they have any worries.”

“Many parents comment positively on the strong pastoral support that helps their children to flourish.”

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“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

Former Teacher of English

“You really have been a wonderful team to work with. You are all so patient and kind which really makes a difference. You are all part of an amazing team and the pupils at this school are very lucky to have you all.”

Former Teacher of Maths

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Person Specification for Pastoral Manager / Mental Health Lead

Criteria	Essential	Desirable	Identified By
Qualifications			
GCSEs in Maths and English, C/5 and above	✓		Application Form
Level 3 or equivalent in Mental Health / Youth Work or related field	✓		Application Form
Mental Health First Aid		✓	Application Form
Professional Development			
Willing to complete appropriate training	✓		Application Form
Evidence of continued professional development in pastoral care	✓		Application Form
Experience			
Experience working with children in an educational setting	✓		Application Form
Experience working in a secondary school		✓	Application Form
Experience of supporting young people with social, emotional and mental health needs	✓		
Knowledge and Abilities			
An understanding of schools and the education system	✓		Interview
Understanding of safeguarding and child protection procedures	✓		Interview
Understanding of child and adolescent mental health strategies	✓		Application / Interview
Confident in the use of IT (e.g. Microsoft Office)	✓		Application / Interview
Understanding of confidentiality, data protection and professional boundaries	✓		Interview
Commitments			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff/pupils	✓		Interview
A strong desire to support the school to become an Outstanding community in all areas	✓		Interview
An understanding of the school's priorities in line with the Development Plan and Self-Evaluation process		✓	Interview
Personal Qualities			
Energy and ambition	✓		Interview
Sense of humour and positive outlook	✓		Interview
Good organisation	✓		Interview

About St Joseph's Catholic School

"With God's love and inspiration, we aspire and achieve excellence"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is an 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community. Each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our Catholic school is committed to being a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge and experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

St Joseph's has recently reviewed the academic life of the school. The curriculum has been reformed to; provide greater breadth & depth with new subjects introduced; increase rigour & challenge to ensure all pupils are appropriately stretched and supported; and to provide pupils with solid foundations for their chosen future pathways.

Our approach to teaching and learning ensures that teachers follow principles not prescription and have autonomy on how best to ensure the pupils in their care progress and fulfil their academic potential.

Our approach has led to an increase of 15% in 9-4 GCSE passes in the last year.

Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into leadership roles in the coming years.

Recently, we have supported many staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

Safeguarding & Child Protection

The school is committed to ensuring all aspects of safeguarding and child protection are of the highest standards. During the recruitment process, all candidates will be subject to the Safer Recruitment checks including but not limited to; The Disclosure and Barring Service, employment history continuity, full reference checks and social media/online presence.



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St Joseph's Catholic School
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Wiltshire

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