**DIRECTOR OF PASTORAL CARE**

**JOB DESCRIPTION**

### ABOUT CATS College Canterbury

CATS College Canterbury is a coeducational independent boarding school catering mainly for international students aged 14+. The College specialises in preparing students for pre-university exams, including I/GCSEs, A Levels, the International Baccalaureate (DP) and the University Foundation Programme (UFP). The College was awarded ‘Excellent’ in all 9 areas in the latest ISI inspection (March 2016). There are approximately 400 students on roll, class size average is 9 [nine] across all programmes, and students take part in an extensive range of extra-curricular activities including leadership awards and national/international competitions. The College is part of the CEG group.

### OVERVIEW OF THE JOB

The post of Director of Pastoral Care is a senior position and forms part of the College Leadership Team at CATS Canterbury. The purpose of the role is to lead the provision of pastoral care by creating and managing programmes for Form Tutors to deliver, and overseeing the success of this framework, and to lead the development, promotion and implementation of the College’s Attendance Policy and Behaviour Policy. The post holder will manage the Pastoral Care Officer and Attendance and Exeat Officer. The post holder will be the Designated Safeguarding Lead for the College.

### REPORTS TO

You will be directly responsible to the Vice Principal.

### MAIN RESPONSIBILITIES OF THE JOB

**Form Tutors**

* Create, maintain and review a tutorial/PHSE/SMSC programme for Form Tutors to deliver
* Select and sequence appropriate materials, resources and approaches according to the course type and learners
* Manage the day to day work of the Form Tutors
* Support Form Tutors in their contact with parents, agents and MDMs
* Be responsible for the annual review of the Form Tutor Handbook, ensuring it is updated, printed and circulated
* Run Form Tutor inductions and training events

**Attendance**

* Lead the promotion of the College’s aims with regard to the Attendance Policy and ensure that all aspects are implemented successfully
* Monitor, assist and take appropriate action to improve the attendance of individuals and groups, to ensure that non-attendance is quickly tackled and challenged
* Liaise with Programme and Curriculum Directors to ensure that they are fully aware of all attendance issues within their area of responsibility
* Monitor all low-attendance students and work with Form Tutors, to ensure students with a history of poor attendance are being suitably supported/challenged to improve their attendance
* Monitor under 18’s attendance, email reports and follow up missing students, contacting them and updating Magellan as necessary
* Have oversight of the Missing Student Policy
* Support the Attendance Officer to send out weekly report to all teaching staff with unmarked and incomplete registers

**General Duties**

* To be the College’s Designated Safeguarding Lead
* To enact the College’s Behaviour Policy and personally manage Stage 3, 4 and 5\* disciplinary matters (\*Stage 5 in conjunction with the VP and P)
* To oversee and co-ordinate whole College assemblies
* To oversee the student induction programme ensuring all activities are coordinated
* To oversee the Student Council and production of the Student Yearbook.
* To contribute to the College Development Plans and Self Evaluations
* To take a lead on liaison with Pastoral and Academic issues ensuring that key information is communicated and Personal Tutors are aware of students with Additional Learning Issues, Gifted and Talented students and those with Medical Issues.
* To monitor all students on contracts and review regularly
* To organise and attend ‘chill and chat’ meetings with the Boarding Manager
* To contribute towards relevant displays, e.g. notice boards to motivate and inform students
* To develop liaison between House Parents to Form Tutors
* To oversee rewards with links to houses
* To attend SIG Meetings

PERSON SPECIFICATION

**The job requires that you are:**

* Efficient and organised
* A skilled communicator and a relationship builder - able to work effectively with colleagues and students
* IT literate
* Smartly and professionally dressed
* Good at prioritising your time
* Able to work under pressure
* A quick learner
* Proactive, flexible, trustworthy, dependable and reliable
* Comfortable working in English
* Internationally aware and culturally sensitive
* A good team player, but also able to work autonomously
* Willing to play a part in the wider life of the College community

**And that you have:**

* Proven management skills
* A logical, structured and organised outlook on life
* High levels of energy, an even temper and a sense of humour
* The ability to relate to young people
* A willingness to work unsociable hours, including occasionally at weekends and evenings

Experience of working to the Independent Schools’ Statutory Regulations and other relevant legislation and proven safeguarding experience in a lead role are desirable.

CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

**Commit**

* Go the extra mile
* Follow-up & follow through

**Act**

* Take ownership
* Look for a solution

**Respond**

* Address issues positively
* Communicate proactively

**Empathise**

* Are active listeners
* Are respectful and value students, parents and other customers

About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; ONCAMPUS programmes at universities in the UK, USA and Europe; Stafford House International English language schools in the UK, USA and Canada; Stafford House Summer study holidays and CEG Digital, benefiting from being part of a global team focused on online teaching and learning.

And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expects everyone connected with the College/s to share this commitment.