



St John  
Bosco  
College

# Pastoral Lead Candidate Pack

# St John Bosco College

St John Bosco College is a Voluntary Aided, 11-18 mixed Catholic comprehensive school, which opened in September 2011 following the merger of two Wandsworth secondary schools on a site in Putney, under the joint trusteeship of the Salesians of Don Bosco and the Archdiocese of Southwark. In October 2015 the school moved to a new, state of the art building in Battersea.

The school has a wide catchment, including Catholic families from both Westminster and Southwark dioceses as well as families from other religious traditions and none. Students attending the school come from over 60 different primary schools and there are currently 540 students on roll, with capacity to significantly increase this number. The roll is now growing demonstrating improving popularity.

The school's distinctive Catholic ethos is based on the traditions of the Salesian teaching order, where each student is encouraged to become a good Christian, an honest citizen, who is known by name and able to earn a living. The commitment to a broad and balanced curriculum centred on the best for the child is reflected both in the curriculum model and also the investment in specialist facilities (such as Design Technology, ASD base) by the Trustees and Governors.

The school is a diverse, harmonious community in which student voice is strongly encouraged. Boys make up 65% of students attending the school. Over 60% of students have English as an additional language (EAL) and over 43 different languages are spoken at home. The school has an above average number of children who have arrived in the country recently and great efforts are made for them to settle quickly and ensure they feel welcomed.

The percentage of students from ethnic minorities at 90% is well above the national average of 28% and the proportion of disadvantaged children is 46% compared to a national figure of 28%. The prior attainment of students on entry to the school is well below the local and national averages. Since the school opened in 2011 the ability of students on entry, every year except one, has been significantly below average. The school has 21% of students with SEN.



# Job Profile: Pastoral Lead

**Purpose:** To support the Safeguarding Team and Heads of Year in implementing the whole school behaviour policy and the attendance policy so all children at St John Bosco College can achieve their full potential by displaying appropriate learning behaviours in and around school and attending regularly.

To promote the well-being of students across the school by supporting individuals and groups of students both through early identification and pro-active intervention and through targeted support for students at risk of exclusion or poor attendance.

To support the safeguarding of students by providing specialist support. To provide effective administration to Heads of Year.

**Salary:** Scale 6

**Responsible to:** Assistant Headteacher – Behaviour and Safety

**Working Time/Conditions** 35 hours per week, 41 weeks per year

## Key Responsibilities

- Implement the whole school behaviour policy
- Support student attendance being at or above 95%
- Promote student well being
- Provide specialist safeguarding support
- To liaise with students, parents and professionals as appropriate
- To provide 1-1 and small group mentoring for students
- To provide targeted support work for parents facing challenges with their son/daughter
- Working with colleagues across the school to support pupil welfare
- Provide administrative and practical support as and when required.
- Commitment to ensuring that all students in the school are supported to achieve their best
- Promote the school's distinctive Catholic Salesian Ethos



# General Duties

As a member of staff the post holder will:

- Follow all school policies and procedures
- Uphold the Code of Conduct for staff
- Safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school.
- Engage in relevant continuous professional development opportunities and performance management arrangements

## Responsibilities and Accountabilities:

Implement the whole school behaviour policy

- Produce and deliver early intervention programmes for individuals and small groups to improve their behaviour and academic performance and monitor their effectiveness.
- Deal with day to day behaviour incidents by taking statements from students and enforcing sanctions in liaison with Heads of Year
- Run Restorative Justice Sessions to resolve conflict where appropriate.
- Be an initial point of contact for parents enquiring about behaviour incidents during the day.
- Promote high aspirations for achievement and the creation of independent learners.
- Motivate students through their participation in lessons and house activities.
- Provide management of and support for the internal exclusion room and On Call system as required.
- Supervise private study area as and when required
- Lead on the monitoring and support of Personal Support Programs for students at risk of exclusion.



## Support student attendance being at or above 95%

- Promote punctuality and regular attendance as key value of the school.
- Contact parents about students who are regularly absent and put in place plans to improve attendance and monitor their impact particularly focusing on those below 90%.
- Contact parents about students who are regularly late and put in place plans to improve punctuality and monitor their effectiveness.
- Manage parenting contracts in order to improve student punctuality and attendance.
- Work closely with the school EWO in order to support concerns around attendance when they arise.
- Using SIMS, to track and evaluate attendance and punctuality data

## Promote student well-being and positive outcomes

- Develop an understanding of the needs of the students in the school and advise the Pastoral team on issues regarding student well-being.
- Develop and deliver support/intervention groups/packages to address identified issues affecting student well-being.
- Coordinate support programs led by external agencies that will benefit the students of St John Bosco College
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- Be a role model for students and set high expectations.
- To work with pupils individually or in small groups to assist their academic and personal development.
- Provide practical support to pupils with applications for college/university
- Encourage students to become involved in school events and extra-curricular events.
- Contribute to the fostering of the school's Catholic Salesian ethos of the school

## Administration

- Producing and manipulating data and reports as required.
- Routine administration and related liaison with Student Services and Finance Office.
- Maintain accurate and up-to-date, centrally-held records of students on SIMS.
- Any reasonable administrative tasks as directed by your line manager.

## Provide specialist safeguarding support

- Be part of the Safeguarding Team within school.
- Keep up to date with legislation with regard to Child Protection, including specialist training, to ensure the safeguarding of all students.
- Represent the school in multi-professional meetings to support students of St John Bosco College.
- Supporting with monitoring and mentoring of children who are supported for safeguarding reasons under the supervision of the school's Designated Person for Safeguarding.

## To liaise with students, parents and professionals as appropriate

- Call parents as directed by the Heads of Year or SLT.
- Hold meetings to establish and review parenting contracts.
- Help explain the school's expectation about behaviour, punctuality and uniform.
- Meet parents during the school day to be the first point of contact in addressing parental concerns.
- Ensure students are wearing the correct uniform as described in the uniform policy.
- Work with other professionals, such as the Educational Psychologist, when necessary.
- Attend TACs/TAFs/CP or CIN meetings as required.
- To coordinate and deliver support workshops and 1-1 interventions for parents where agreed with the SLT.

## Working with colleagues across the school

- Meet with Heads of Year on a regular basis to review progress of students, coordinate support and ensure support is targeted where the need is greatest.
- Prepare materials and resources to support student well-being and positive behaviour choices.
- Support tutors and HoY with well-being activities and preventative work around developing positive behaviour for learning and study skills
- Collate student information for meetings and reviews and work with school tracking systems to share and use information effectively to ensure targeted and meaningful support can be put into place
- Provide administrative and practical support as and when required

## General

- Undertake any necessary training
- Attend staff meetings where relevant
- Undertake other duties as may be required from time to time that are commensurate with the post or additional duties as may reasonably be required by the Headteacher or SLT

## Organisational effectiveness

Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.



## Safeguarding Children

- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To be fully aware of the requirements as set out in Keeping Children Safe in Education, September 2016
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

## Standards and Quality Assurance

- Support the aims and Catholic Salesian ethos of the school as identified in the staff handbook
- Promote and model good relationships with pupils, colleagues, parents and visitors
- Set a good example in terms of dress, punctuality and attendance.
- Participate in training and take a lead in own professional development
- Participate in the School's staff appraisal process
- Undertake professional duties that may be reasonably assigned, for example, to collect information for PSP Reviews.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- Annual formal review of performance with the Assistant Headteacher.

## Notes:

- 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.

## Person Specification

	Attributes/Experience	Essential	Desirable	Evidence
1	Experience working with children of relevant age in a learning environment.	✓		Application Form
2	Working in a school environment.		✓	Application Form
3	GCSE (or equivalent) grade C or above qualification in English and Mathematics.	✓		Application Form and Interview
4	Excellent numeracy/literacy skills – equivalent to NVQ Level 3 BTEC (or A Level equivalent) in English and Maths.		✓	Application Form and Interview
5	Functional ICT skills.	✓		Application Form and Interview
6	Ability to learn new and relevant skills.	✓		Interview
7	Effective interpersonal skills.	✓		Interview
8	Full working knowledge of relevant policies/codes of practice/legislation.		✓	Interview
9	Good understanding of child development.	✓		Interview
10	Experience of supporting students and families.		✓	Interview
11	Ability to relate well to children and adults	✓		Interview
12	Work constructively as part of a team, understanding roles and responsibilities within a school and your own position within these.	✓		Interview
13	Commitment, enthusiasm and energy.			Interview
14	Willingness to be involved in the wider life of the school community.	✓		Interview
15	Must be prepared to undertake training in immediate basic first aid as a backup to support the school admin team	✓		Interview





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Parkham Street  
Battersea  
SW11 3DQ

[www.sjbc.wandsworth.sch.uk](http://www.sjbc.wandsworth.sch.uk)