

St Charles Catholic Sixth Form College

Assistant Pastoral Manager

Job Description

This is a fantastic opportunity for a suitable candidate to join a highly effective pastoral team. You will work with the Pastoral Manager to lead on all aspects of the Academic Hall.

Duties to Include:

As an Assistant pastoral manager, your first duty will be Presence! We believe that great presence is the key to effective leadership, efficient systems and student support of the highest quality.

You will lead on the 'St Charles passport' to ensure that each of your students qualify for graduation.

Other responsibilities include:

- Assisting the Pastoral Manager with all areas of the Academic Hall
- Delivering the college tutorial programme to each tutor group in your academic hall (approx. 9 periods a week)
- Use pastoral and academic data to monitor and intervene with students requiring additional support
- Assist Pastoral Managers in communication with parents and external agencies.
- Contribute to a weekly tutorial bulletin and assembly.
- Promote positive behaviour across the College.

The College is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check. We are an equal opportunities employer.

Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role.

	Essential	Desirable
Qualifications		
Grade C or above in English and Maths GCSE or equivalent	√	
Educated to at least A level or equivalent	√	
Must have the appropriate level of IT skills to meet the activities outlined in the job description	√	
Abilities, Experience and Knowledge		
Experience of working in an educational environment or a busy setting		√
Experience of working with young people (16-19) from diverse cultural backgrounds in a formal setting, without immediate supervision		√
Must be aware of safeguarding issues and child protection procedures. Safeguarding training will be provided	√	
Ability and willingness to undertake training and professional development	√	
Ability to undertake a range of administrative, clerical and general duties	√	
High Level of organisational ability	√	
Ability to work independently	√	
Ability to prioritise workload and meet deadlines	√	
An ability to communicate, in both written and oral form, effectively and accurately with a cross-section of stakeholders.	√	
Maintain confidentiality and adhere to security and data protection	√	
Personal Qualities		
Committed to the belief that every student deserves <i>a great deal</i> from St Charles and passionate to do their bit to ensure that they do.	√	
A <i>Can do</i> attitude	√	
Excellent interpersonal skills	√	
Ability to motivate and challenge a wide variety of young people and intervene effectively to support with behaviour, pastoral or academic concerns as necessary	√	
A keen problem solver, will reflect on things that are working and contribute to the drive for continuous improvement	√	
Belief that every student can achieve, that context is never an excuse for underachievement and will work hard to ensure that	√	
Attention to detail, ability to use data to spot success trends deserving of praise, and of student underachievement that requires intervention.	√	
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	√	
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances	√	
A commitment to the Catholic ethos of the College	√	