



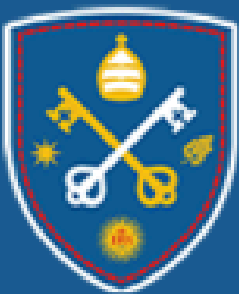
The Salesian Academy of
**St. John
Bosco**

RECRUITMENT PACK

Pastoral Lead

Enabling schools, aspiration, and faith
to flourish by:

Uplifting Hearts, Inspiring Minds



Pope Francis
Catholic Multi Academy Trust

Welcome from the CEO



Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

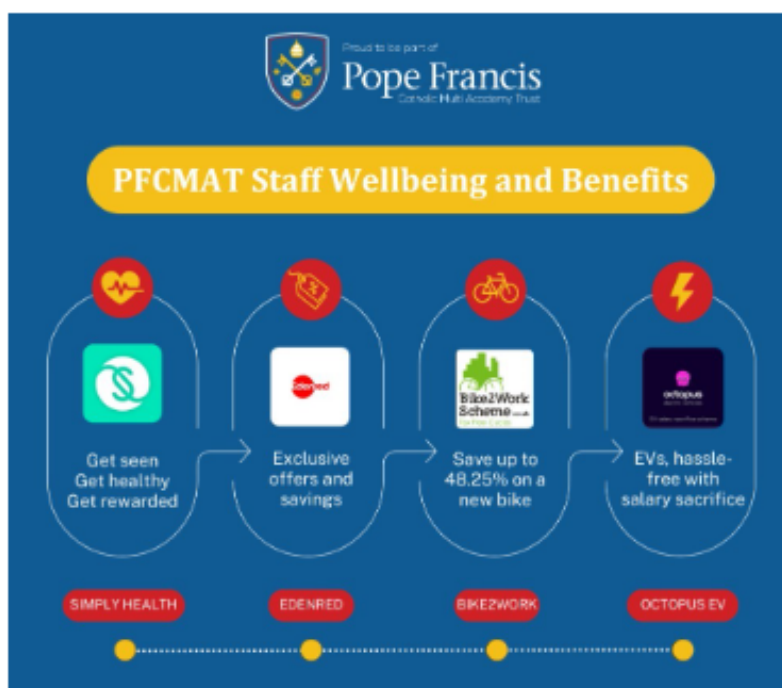
What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:
www.pfcmat.org/Staff-Benefits- Package/

Andrew Dawson

CEO
Pope Francis CMAT



Welcome from the Headteacher



The Salesian Academy of
**St. John
Bosco**



Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco I am delighted with your interest in joining our team.

At our academy, we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the robust partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St. John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our goal is to provide an education that nurtures their diverse talents, fosters both academic and personal excellence, promotes health and safety, and empowers them to make meaningful contributions to society.

We are also excited about the upcoming transition to our new school building in 2026, which will provide an inspiring environment for both staff and pupils.

If you believe you possess the qualities, skills, and experience we seek—along with the enthusiasm, knowledge, and resilience to positively impact the future of our school—I eagerly await your application.

Thank you for considering this opportunity

Headteacher
The Salesian Academy of St. John Bosco

Why Choose Our School?

Our School Mission

Our Mission at The Salesian Academy of St. John Bosco is to be a Catholic School that seeks to appreciate and develop the talent and skills of each individual.

Our School Vision and Values

We aim to install the Salesian values of Respect, Understanding, Affection and Humor RUAH. These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values must be evident in our orderly and settled environment where we insist on the highest standards of politeness, behaviour and appearance.

Young people not only need to be loved, they need to know that they are loved."

This is one Don Bosco's, founder in 1859 of the congregation of Salesian Priests and Brothers, most important statements about working with young people.

St John Bosco has a special place in the life of the Catholic Church, not only as a saint but also as a visionary educator. He sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world we find ourselves in, we are proud to be part of a worldwide Catholic Salesian community that has the young people 'our future' at the heart of its Mission and Vision.



The Salesian Academy of
**St. John
Bosco**



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

Application Process



How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- CES Application Form
- CES Consent to Obtain References CES
- Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B.Deegan at b.deegan@sjb.pfcmat.org.

If you have any feedback on the application process, and how we can make it more accessible, please let us know at info@pfcmat.org. Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Please see [link to our school's Child Protection Policy here](#).



Job Advert



Post Title: Pastoral Leader.

**Pay Scale: Grade F SCP 12-19 £27,711 - £31,067. Pro Rota
Actual Salary £25,259 - £28,359**

**Contract: Permanent – 36 Hours per week Term time plus
3 weeks (41 weeks)**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

Our Values:

Unity – working together for excellence.

Excellence – to strive to be the best.

Love – respect and care for others and treat them as you want to be treated.

Service - following the teachings of Christ to become valued members of our communities.

We are looking to appoint a dedicating and hardworking individual to join our pastoral team & contribute to an environment where children will thrive and learning will flourish.

The successful candidate will be working 36 hours per week in a permanent position.

If you are multi-skilled, have a 'can do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding.

[Please see link to our school's Child Protection Policy here](#)

Closing date of Monday 9th December at 9AM

Interviews to take place week ending 13th December 2024.

Job Description



Post Title: Pastoral Leader.

Pay Scale: Grade F SCP 12-19 £27,711 - £31,067. Pro Rota

Actual Salary £25,259 - £28,359

Contract: Permanent – 36 Hours per week Term time plus 3 weeks (41 weeks)

Location: The Salesian Academy of St John Bosco

Overall Responsibilities

To promote positive pupil attitudes to learning, providing a complementary service to existing teachers and support staff, addressing the needs of the pupils who need help to overcome barriers to learning and achievement, promoting high standards of attendance, academic progress and behaviour.

Key Responsibilities

- To promote high individual academic standards.
- To monitor attendance and punctuality of identified pupils and liaise with parents and other external agencies as relevant.
- To monitor exclusions and behaviour sanctions and liaise with parents and other external agencies as relevant.
- To work closely with the Senior Leadership team and the Pope Francis Trust staff in developing strategies to encourage full and regular pupil attendance.
- Work with and support Senior Leaders to ensure year groups outcomes are on target.

Specific Responsibilities

- Address the year groups as a whole through assemblies working with the Curriculum Leader of RE and the Academy Chaplain to deliver on our Salesian and Catholic mission and values.
- To take joint responsibility for the overall standard of uniform.
- To promote and develop the effective use of the Academy's rewards system.
- To promote an effective exchange of relevant information concerning pupil's behaviour between staff using the Academy behaviour procedures.
- To establish a working relationship with Tutors in order to promote positive behaviour and general wellbeing of pupils.
- To act as a point of referral for staff, pupils, parents/carers and external agencies and ensure that relevant information is distributed to relevant staff in the Academy.
- To contact, where necessary, families/carers of pupils in need of extra support and if necessary, make home visits.
- To lead, attend and participate in regular year team or key stage meetings as required.
- To work closely with AHT SEND and Inclusion, other Senior Leaders and Curriculum Leaders to ensure that the needs of targeted pupils are met.
- To patrol the Academy during the day, ensuring positive pupil behaviour and attitudes.
- To supervise pupils at social times at allocated times during the week.
- Report on performance indicators for attendance, behaviour and safeguarding for whole year groups and specific groups of pupils.

- Ensure all appropriate information and communications are disseminated to appropriate staff.
- Take initial responsibility for Safeguarding matters in the key stage working with the Designated Safeguarding Lead and making referrals to Early Help.
- To assist in the identification of pupils who would benefit from additional academic or pastoral support.
- To promote and develop the self-esteem and confidence of pupils regarding learning and academic achievement and where relevant to play a part in the counselling process.
- To assist in the preparation of a Pastoral Support Plan (PSP), monitoring of individual pupils on the PSP.
- To support the re-integration of pupils following fixed term exclusion and other prolonged absences.
- To record pupil statements and take action to support pupils (e.g., bullying / physical contact etc), and take the appropriate Academy-based action e.g., inform parents.
- To be part of the rota staffing Reflection and On Call and keeping accurate and effective records in relation to this.
- To assist in the preparation of permanent exclusion packs for pupils in the year group.
- Ensure uniform of all pupils in year groups are to a high standard and Lead Year Group during line ups.
- To assist Senior Leaders in the organising, updating, and monitoring the roles of the tutor, tutor time activities and holding meetings with all tutors and monitoring the impact.
- To assist in the enrolment of new pupils into the academy and offer advice and support based on data/information available to support transition across key stages and year groups.
- To organise parents' and information evenings in collaboration with senior leaders and assist with other Academy events. Attendance at such events will also be required.

Additional Duties

- To provide and supervise extra-curricular activities as required including summer school.
- Participate in all meetings relevant to the year group, this will include attendance at exam results day if responsible for year 11.
- To undertake lunchtime duties.
- Assist in the tracking of pupils on alternative provision.
- To promote the ethos of the Academy and promote the Academy within the community.
- To complete administrative tasks within the year group
- To comply with any health and safety legislation, and to be accountable for ensuring all Academy health and safety policies and associated guidance are applied and to take responsibility for one's own health and safety.
- Participate in training as appropriate.
- Working with Senior Leaders to assist in extracurricular and enrichment activities including summer school.
- Manage your diary and have a high-profile presence in the Academy.
- Take responsibility for a specified task across the year groups as agreed with the AHT behaviour and Culture and the Headteacher.

Job Description Continued



The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that **the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity, and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.***

Please see link to our school's Child Protection Policy [here](#).

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Personal Specification



The Salesian Academy of
**St. John
Bosco**

Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
A good standard of Secondary education	✓.	
GCSE in English and Maths grade C or above or equivalent Basic Skills in English and Numeracy	✓.	
First Aid Qualification		✓.

Professional Knowledge and Understanding	Essential	Desirable
Knowledge and commitment to safeguarding and promoting the welfare of children	✓.	
Knowledge of behavior management strategies	✓.	
Knowledge of strategies for working with pupils with special learning	✓.	
Knowledge of Early Help and it's assessment needs		✓.
Understanding of issues relating to disadvantage and pupils' progress		✓.
Knowledge of current educational issues especially in relation to pastoral care and child protection	✓.	
Evidence of continued professional development and commitment to further professional development.	✓.	

Experience	Essential	Desirable
Experience of working in a school effectively with young people	✓.	
Experience of working with local partners in the community	✓.	
Experience of working with parents and external agencies	✓.	
Experience of taking responsibility for the delivery of lessons to groups of pupils		✓
Recent experience of holding a post of some responsibility		✓

Skills and Attributes	Essential	Desirable
The competence to lead, manage, develop and inspire people individually and as a team	✓.	
Ability to communicate effectively orally and in writing	✓.	
Ability to inspire and motivate staff and pupils	✓.	
Ability and willingness to inspire and take an interest in the well-being and personal development of pupils	✓.	
Ability to raise pupil achievement across the full age and ability range		✓
High level of inter-personal skills and the ability to form good relationships with pupil, colleagues and parents.	✓.	
Experience of dealing successfully and diplomatically with parents and community representatives.	✓.	
Well organised and efficient including completing agreed targets within set timescales.	✓.	

Personal Specification



The Salesian Academy of
**St. John
Bosco**

Applicants must meet all of the essential requirements for this post.

Skills and Attributes	Essential	Desirable
Well organised and efficient including completing agreed targets within set timescales.	✓.	
Hardworking, motivated to work under pressure	✓.	
The ability to take initiative and accept responsibility	✓.	
High expectations of self and pupils	✓.	
Committed to inclusion	✓.	
The ability to work effectively under pressure	✓.	
High standards of professionalism in manner, dress and appearance	✓.	
Personal and professional commitment to the school 's Catholic and Salesian values and ethos.	✓.	
A sense of humour	✓.	

Personal traits – The successful candidate will:

Work well under pressure and manage their workload

Have strong interpersonal skills

Establish constructive relationships and communicate with others both internally and externally to the Trust

Work in a way that encourages a positive work environment that is solution focused and proactive for all.

Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.



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