



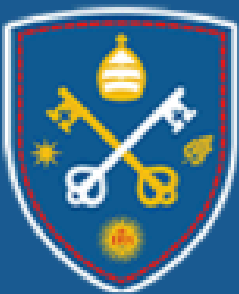
The Salesian Academy of

St. John  
Bosco

# RECRUITMENT PACK Pastoral / Progress Leader

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 (PFCMAT). The Trust was the first of the permanent Catholic MATs set up within the Archdiocese of Liverpool and originally had 3 special measures schools. The leaders within the schools have made good progress supported by the Trust and we were privileged to be joined by 4 primary schools in September 2024.

We are anticipating significant growth in the next few years, and this provides a real opportunity to help shape the development of a growing Catholic Multi Academy Trust. We have a distinctive way of working with PFCMAT.

As a Catholic MAT we recognise that each school has its own distinctive community traditions yet at the same time we have a common mission that underpins everything we do. We have a common aim of achieving the highest outcomes for all our pupils whilst enabling them to grow in their love of God, their neighbour and themselves in an environment that is rich in prayer, liturgy and celebration of the word. We do this through an approach which fosters headteacher autonomy within a Trust model of accompaniment, support and challenge.

Our Mission is clearly laid out, "Enabling schools, aspiration and faith to flourish by uplifting hearts and inspiring minds." Our Values are:

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.

## 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. Take a look at our website and social media to get a sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

We will be delighted to have informal conversations with potential candidates before the closing date.

CEO  
Pope Francis CMAT

# Welcome from the Headteacher



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.

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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. Tours of the school are available on request, please contact Mrs B. Deegan on [admin@sjb.pfcmat.org](mailto:admin@sjb.pfcmat.org) to arrange.

Thank you for considering this opportunity.

Sue Bourgade  
Headteacher

*"All staff serve as outstanding role models, and this ensures that the school's Salesian charism is fully reflected in their work. Pastoral care is outstanding, with a real focus on supporting the most vulnerable within its community."* **Catholic Schools Inspection, 2025**

# Why Choose Our School?



## Our School Mission, Vision and Values

To be a Catholic School that seeks to appreciate and develop the talent and skills of each individual. We aim to instil the Salesian values of Respect, Understanding, Affection and Humour 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 are 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 most important statements about working with young people. He was the founder, in 1859, of the congregation of Salesian Priests and Brothers and has a special place in the life of the Catholic Church, as a saint and visionary educator. He sought to bring the love of God to young people, so that they would know they were valued and rich in potential.

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



***Our Catholic Schools Inspection in January 2025 shows how we live out these values: "Pupils fully understand the school's mission statement, speaking eloquently about respect, understanding, affection and humour. They know that they are loved and know that they have to model that to feel loved themselves."***



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust





## How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each document to be completed and submitted alongside your cover letter, including:

- 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.

Please note - we reserve the right to make an appointment before the closing date.  
Candidates are therefore encouraged to apply as soon as possible

**Closing Date:** Monday 23<sup>rd</sup> January 2026 at Noon

**Interviews will be held:** week commencing Monday 23<sup>rd</sup> January 2026

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B. Deegan at [admin@sjb.pfcmat.org](mailto:admin@sjb.pfcmat.org).**

If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto: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 the link to our school's Child Protection Policy [here](#).**

# Job Description



**Post Title: Pastoral Lead**

**Pay Scale: Grade F SCP 12-19 £28,598 - £32,061.  
Pro rota. Actual salary £26,162 - £29,329.**

**Contract: Permanent**

**Start date: 2 February 2026, or later for a suitable candidate requiring notice in their current role.**

## 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 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 and effective exchange of relevant information concerning pupils' 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.

*"One pupil commented, 'The school is like a moral compass, which helps with the decisions I make when I'm with my friends and the staff'. All staff, expertly led by senior leaders and the school's Chaplain, strive to offer opportunities that enable pupils to respond to the needs of their peers, the local community and those further afield." Catholic Schools Inspection, 2025*

- To patrol the Academy during the day, ensuring positive pupil behaviour and attitudes
- To supervise pupils a 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 a fixed term exclusion and other prolonged absences.
- To report pupil statements and take action to support pupils (e.g bullying/physical contact etc) and take the appropriate Academy-based action eg. 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 yearTo organise parents' and information evenings in collaboration with Senior Leaders and assist with other Academy events. Attendance at such events will also be required. 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 work with Senior Leadership to assist, provide and supervise extra-curricular and enrichment 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.
- 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.

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.



# Person Specification



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

Catholic Dimension	Essential	Desirable	Application / Interview
Understanding of the distinctive nature of Catholic Schools	Y		I
Strong support for our ethos and values as a Salesian Academy	Y		I
Qualifications and Professional Development	Essential	Desirable	Application / Interview
A good standard of secondary education	Y		A / I
GCSE in English and Maths grade C or above or equivalent Basic Skills in English and Numeracy.	Y		A / I
First Aid qualification		Y	
Professional Knowledge and Understanding	Essential	Desirable	Application / Interview
Knowledge and commitment to safeguarding and promoting the welfare of children.	Y		A / I
Knowledge of behaviour management strategies	Y		A / I
Knowledge of strategies for working with pupils with special learning needs.	Y		A / I
Knowledge of Early Help and it's assessment needs.		Y	A / I
Understanding of issues relating to disadvantage and pupils' progress		Y	A / I
Knowledge of current educational issues especially in relation to pastoral care and child protection.	Y		A / I
Evidence of continued professional development and commitment to further professional development.	Y		A / I
Experience	Essential	Desirable	Application / Interview
Experience of working in a school effectively with young people	Y		A / I
Experience of working with local partners in the community	Y		A / I
Experience of working with parents and external agencies.	Y		A / I
Experience of taking responsibility for the delivery of lessons to groups of pupils.		Y	A / I
Recent experience of holding a post of some responsibility		Y	A / I

Skills and Attributes	Essential	Desirable	Application / Interview
The competence to lead, manage, develop and inspire people individually and as a team.	Y		A / I
Ability to communicate effectively orally and in writing	Y		A / I
Ability to inspire and motivate staff and pupils	Y		A / I
Ability and willingness to inspire and take an interest in the well-being and personal development of pupils.	Y		A / I
Ability to raise pupil achievement across the full age and ability range.		Y	A / I
High level of inter-personal skills and the ability to form good relationships with pupils, colleagues and parents.	Y		A / I
Experience of dealing successfully and diplomatically with parents and community representatives.	Y		A / I
Well organised and efficient including completing agreed targets within set timescales.	Y		A / I
Hardworking, motivated to work under pressure.	Y		A / I
The ability to take initiative and accept responsibility.	Y		A / I
High expectations of self and pupils.	Y		A / I
Committed to inclusion.	Y		A / I
The ability to work effectively under pressure.	Y		A / I
High standards of professionalism in manner, dress and appearance.	Y		A / I
Personal and professional commitment to the school's Catholic and Salesian values and ethos.	Y		A / I
A sense of humour	Y		

### Personal Traits - the successful candidate will:

- Work well under pressure and manage their workload.
- Have strong inter-personal 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.**



**Pope Francis**  
Catholic Multi Academy Trust