



Application pack for the post of:

## Assistant Headteacher: Pastoral

Leadership Scale L9 - L13

**Closing date:** Midnight on Sunday 16 May 2021

**Interviews:** Week commencing 24 May 2021

*"In Christ we flourish"*

Saint Gregory's, Bath  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

# Welcome

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Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Assistant Head: Pastoral** at Saint Gregory's, starting **September 2021**.

This is a new and exciting leadership role at Saint Gregory's, reflecting the importance we place on creating a nurturing, supportive and inclusive community that ensures our students grow into well-rounded, reflective, caring and thoughtful young people. We are seeking a senior leader with the vision and enthusiasm to engage fully across all areas of school life, supporting the Senior Leadership Team to make a real difference to the school's pastoral development.

There is an established and highly regarded pastoral system at Saint Gregory's with an incredibly talented and dedicated team of professionals. They work closely with colleagues across the school to serve our school community and ensure that the welfare, safety, health and happiness of every student is at the core of our purpose. The successful candidate will be a dynamic and inspirational leader, capable of building on this success to further enhance and develop this important area of school life.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 16 May 2021**. Interviews will be held week commencing 24 May 2021. If you would like to arrange a confidential discussion prior to application please do not hesitate to contact me via email to [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk).

Yours faithfully

Ms A Cusack  
**Headteacher**

# *Mission Statement*

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“As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.”

Mission Statement, approved by the Governing Body



# Assistant Head: Pastoral

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**Post:** Assistant Head: Pastoral to start September 2021  
**Contract type:** Full time, permanent contract  
**Salary:** Leadership Scale L9 – L13: £51,654 - £56,997  
**Closing date:** Midnight on Sunday 16 May 2021  
**Interview date:** Week commencing 24 May 2021

This is an excellent opportunity for a talented and enthusiastic colleague to join the Senior Leadership Team (SLT) at Saint Gregory's, Bath, and to be instrumental in continuing to develop and enhance our pastoral provision as a centre for excellence to ensure the best possible outcomes for all our children and young people.

Saint Gregory's is a popular 11-18 co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values are the foundation of learning for our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme. Our most recent Ofsted and Diocesan inspections judged us to be outstanding in every area and we are committed to maintaining and developing that high standard.

This is a new and exciting senior leadership post that will help to shape the strategic vision for pastoral care at Saint Gregory's, ensuring that the welfare, safety, health and happiness of every student is at the core of our purpose.


The successful candidate will bring considerable passion and commitment to the role, working across the school to create a common vision of excellence, helping to make Saint Gregory's a truly exceptional place to learn and work in.

This position is very much about the skills and qualities of the individual and we therefore welcome applications from exceptional senior or middle leaders with experience in pastoral support who would like to develop their professional career and can demonstrate the passion and commitment to make a real, lasting and positive impact upon our school community.

The successful candidate will bring professionalism and academic credibility, balanced with warmth and sensitivity. Applicants must be able to demonstrate a deep understanding of pastoral issues, with the skill to lead by example and inspire others.

In return, the successful candidate can expect to join a committed and experienced senior leadership team who, together with our Governing Body, will provide you with outstanding professional support at every stage of your career. You will also discover a supportive team of teachers and support staff who take great pride in their work and celebrate one another's success but are always seeking new opportunities to develop their expertise and enhance our educational provision. Finally, you will have the chance to work alongside our amazing, positive and inspirational student body who love learning and deserve the very best in teaching and learning opportunities.

For an open conversation about the role prior to application or to arrange a visit prior to submitting your application, please contact the Headteacher's PA, Mrs Gormley, by email to [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk) to arrange a suitable time. We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.



*"Saint Gregory's is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy."*

Parent

# About Saint Gregory's

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Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent, and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

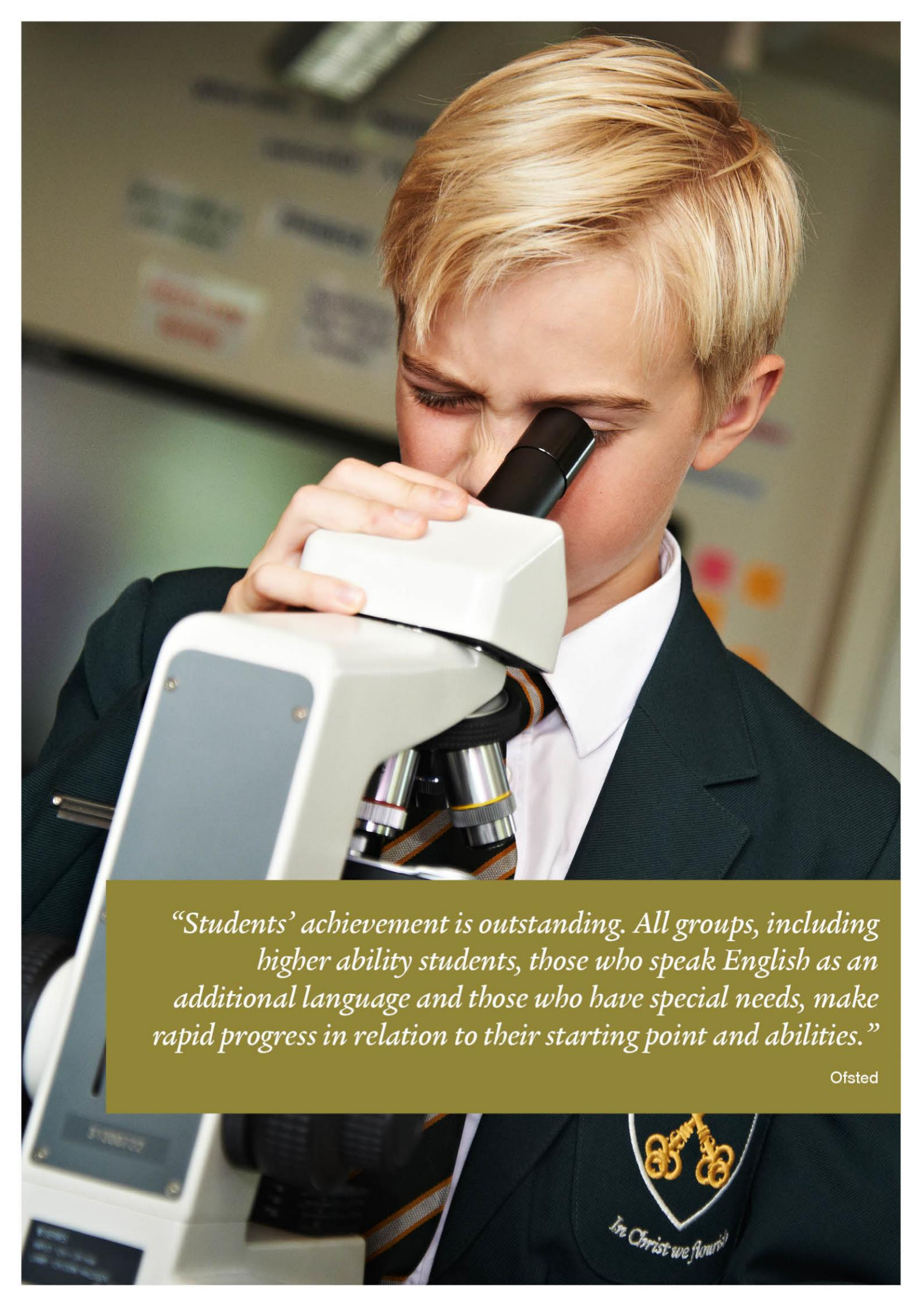
We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by Money Supermarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.





*“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”*

Ofsted

# Job Description

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This job description should be read in conjunction with the professional duties set out in the School Teachers' Pay and Conditions Document, the governors' Pay Policy and Performance Management Policy including the Teaching Standards.

## **The Assistant Headteacher: Pastoral will support the Headteacher and Governing Body in:**

- Supporting the strategic vision, leadership, and direction of the school.
- Recognising the uniqueness of each individual and promoting their personal and academic development leading to excellence, quality, and high expectations for all.
- Delivering educational excellence for all.
- Providing operational leadership and management.
- Evaluating school performance and identifying priorities for continuous improvement.
- Creating a safe and productive learning environment that is engaging and fulfilling for all students.
- Ensuring that the Catholic identity is reflected in every aspect of the life of the school.

## **The Assistant Headteacher: Pastoral will be required to:**

- Play an inspirational and active role in the Senior Leadership Team, upholding the Catholic values and ethos of our school and undertaking specific lead responsibilities as outlined.
- Support the implementation and development of the strategic vision for pastoral care at Saint Gregory's, ensuring that the welfare, safety, health and happiness of every student is at the core of our purpose.
- As a key member of the Senior Leadership Team, provide effective, collaborative leadership and management of the school, securing success and driving continuous improvement.
- Undertake a teaching commitment consistent with the needs of the school.
- Lead by example, providing inspiration and motivation for students, staff, governors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate.
- Chair and attend relevant meetings as required.
- Help to establish an inclusive culture that promotes excellence, equality and high expectations of all students and an understanding and respect of other cultures.
- Develop yourself as an outstanding leader through Continued Professional Development.

## **Key Areas of Responsibility**

### **1. Core Purpose**

The successful candidate will join with the Headteacher and Senior Leadership Team (SLT) in sharing the responsibility for the day to day running and discipline of the school, supporting and advising colleagues in all aspects of their work. In addition to their responsibilities as a member of the SLT the successful candidate will, under the direction of the Headteacher:

- 1.1 To support the Headteacher, Director of Pastoral Care and SLT in evaluating, coordinating and developing the pastoral aims and standards of Saint Gregory's in partnership with students, staff, governors and parents/carers.



- 1.2 To develop key pastoral strategies to ensure excellence in the quality of the education experienced by all stake holders.
- 1.3 To assist the Headteacher, Director of Pastoral Care and SLT in developing and maintaining a vibrant, thriving school where high expectations and a culture of excellence are the norm.
- 1.4 To deputise for the Director of Pastoral Care as necessary.

## 2. Strategic Leadership of Pastoral Policy and Provision

- 2.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 2.2 To create a positive and ambitious pastoral team ethos with the Year Group Teams, Behaviour & Attendance Teams and Pastoral Support Services.
- 2.3 Monitor, challenge and support the work of the Pastoral Teams and maintain the highest standards.
- 2.4 Assist the Director of Pastoral Care in the development and implementation of policies and procedures.
- 2.5 Contribute to school self-evaluation, particularly with respect to provision for pastoral care and intervention strategy.
- 2.6 Maintain an up to date knowledge of key legislation in regard to student welfare, safeguarding and health and ensure that this is disseminated appropriately across the staff body.
- 2.7 Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.

## 3. Student Development and Personal Welfare

- 3.1 With the Director of Pastoral Care, lead, manage and develop the pastoral system within the school to ensure a positive, inclusive student experience (welfare, health, well-being, support, progress, development and inclusion).
- 3.2 Work collaboratively to develop a programme that promotes preparation for life through a character education as a means of improving students' long-term wellbeing, success and sense of personal and social responsibility.
- 3.3 Provide direction on identifying, monitoring and supporting key student groups to ensure that the development gaps are diminished between these groups and their peers.
- 3.4 Work collaboratively to develop and implement strategies and specific programmes to offer targeted support to groups of learners and support them to excel and reach their full potential.
- 3.5 Work with the SLT and other leaders to ensure effective Personal Development and PSHE programmes are in place.
- 3.6 Work closely with the SLT and Heads of Year to identify student intervention needs and implement these as appropriate.
- 3.7 To support the arrangement of off-site educational provision for students, with associated responsibilities for safeguarding and quality assurance, as required.

## 4. Behaviour, Attendance and Punctuality

- 4.1 To be responsible for behaviour management throughout the school.
- 4.2 To help lead and manage the school's behaviour and attendance teams and work with relevant staff to remove barriers to learning.
- 4.3 To implement the school Behaviour Policy and to support colleagues in its implementation.
- 4.4 To create a positive learning environment in the school by rewarding and encouraging good behaviour and effective learning.
- 4.5 To arrange suitable sanctions for students who disrupt the learning of others in line with the school Behaviour Policy.
- 4.6 To analyse behaviour, punctuality and attendance data and action plan accordingly.
- 4.7 To support the development and implementation of policies, plans, targets, practices and procedures related to improved behaviour and attendance.

- 4.9 To support the production of weekly attendance reports for SLT.
- 4.10 To visit any off site provision that the school uses for its students. To complete Quality Assurance on any off site provision and act as the link member of staff for any student in off-site provision.
- 4.11 To provide the Headteacher and Governing Body with relevant information relating to behaviour and attendance.
- 4.12 To monitor punctuality to school and lessons and ensure this is managed through the appropriate communications and administrative channels.
- 4.13 To meet with parents/carers in relation to attendance issues.
- 4.14 To work with all outside agencies in relation to behaviour and attendance.

## 5. Management, Leadership and Pastoral Responsibilities

- 5.1 To be an active member of the Senior Leadership Team at Saint Gregory's and contribute positively to the strategic management of the school.
- 5.2 Work alongside SLT to lead on teaching and learning, quality assurance, self-evaluation and future planning.
- 5.3 Prepare and review information the Governing Body is required to publish, in line with statutory guidance.
- 5.4 To line manage Heads of Year and Home-School Attendance Officer and work collaboratively to raise the profile and importance of positive behaviour and attendance.
- 5.5 To contribute to the development and implementation of the School Development Plan.
- 5.6 Lead by example and be a positive role model for students and staff, treat people fairly, equitably and with dignity and respect to create and maintain positive school culture.
- 5.7 Contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
- 5.8 Maintain and model high standards of professional behaviour and presentation to reflect the expectations made of our students and staff.

## 6. Additional Responsibilities

- 6.1 To actively participate in, and support the development of, the extra-curricular and/or enrichment activities across the whole school.
- 6.2 Liaise effectively with all stakeholders, including parents, students, partner primary schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- 6.3 To be present at formal pastoral and school events, including school exam results days.
- 6.4 Undertake Safer Recruitment Training and participate in recruitment processes for teaching and support staff as required.
- 6.4 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you (see: STPCD).

## 7. Safeguarding

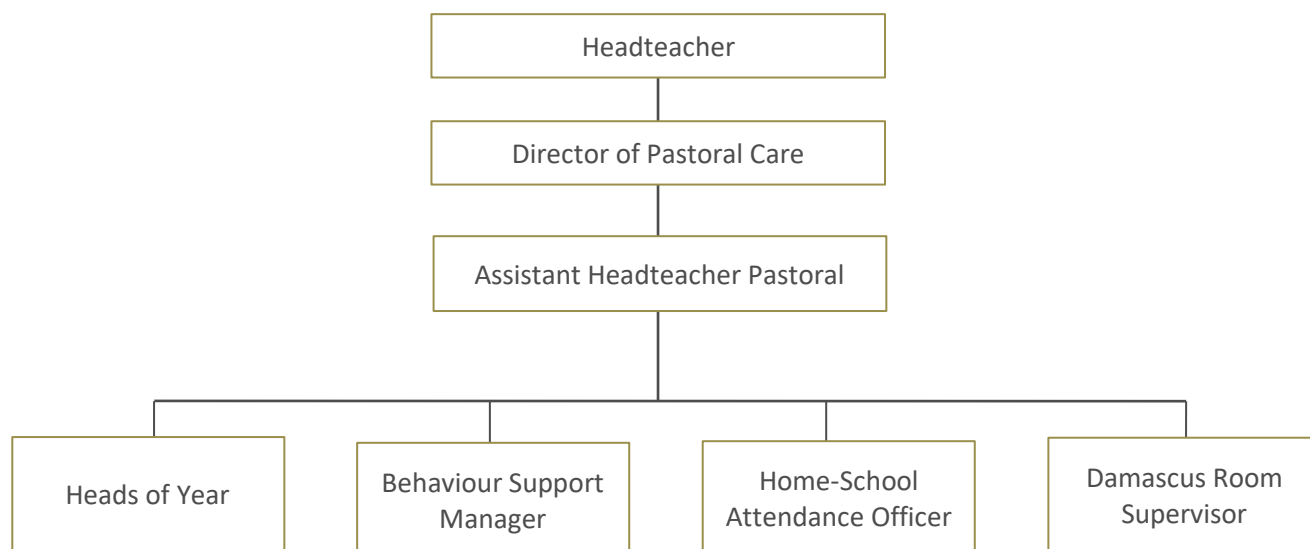
- 7.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and follow school policies and the staff code of conduct.
- 7.2 An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

## 8. Special Notes and Conditions

- 8.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

## 9. Organisational Management Chart

- 9.1 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.





# Person Specification

Assistant Head Pastoral	Essential	Desirable
<b>Qualifications and Professional Development</b>		
Qualified teacher status (QTS) or pending	✓	
Good honours degree	✓	
Evidence of relevant and recent CPD	✓	
Further study or post graduate work		✓
<b>Experience/Knowledge</b>		
Experience of leadership	✓	
Teaching experience (at least five years' classroom teaching experience)	✓	
Experience of conducting training/leading INSET	✓	
Experience of coaching/mentoring staff	✓	
Experience of the monitoring of teaching, learning and assessment in order to track student progress and raise standards	✓	
Assessment for Learning	✓	
Range of teaching and learning styles	✓	
Specialist knowledge of the National Curriculum up to and including A Level	✓	
Experience of developing and sustaining positive collaborative relationships with a wide range of internal and external stakeholders	✓	
Proven record of raising student achievement	✓	
Evidence of strategic planning leading to measurable improvements of standards in at least one area of the school		✓
Experience of Pastoral Leadership		✓
<b>Skills and Attributes</b>		
The ability to tackle difficult issues in a proactive and positive way	✓	
The ability to deal sensitively with people and to resolve conflicts	✓	
The ability to foster an open, fair and equitable culture	✓	
The ability to analyse data, identify patterns and devise meaningful targets	✓	
Outstanding communication and interpersonal skills	✓	
The ability to think creatively to anticipate and solve problems	✓	
The ability to promote the school's aims positively	✓	
The ability to establish and develop positive relationships with students, parents, colleagues, governors and the community	✓	
The ability to think strategically	✓	
The ability to inspire, challenge and motivate others to attain high goals	✓	
The ability to plan collaboratively, prioritise and delegate effectively	✓	
The skills to model professionalism to all members of the school and wider community	✓	
Strong organisational skills	✓	
Strong record keeping skills	✓	
Strong people management skills	✓	

Assistant Head Pastoral	Essential	Desirable
<b>Professional knowledge and understanding</b>		
Sound knowledge of behavioural, punctuality and attendance best practice	✓	
Understanding of effective pastoral interventions and strategies	✓	
Sound knowledge of the Levels of Intervention Framework	✓	
Understanding of what makes 'quality first' teaching and of effective intervention strategies	✓	
Understanding and demonstrable knowledge of the complexities and accuracy required for safeguarding and child protection reporting	✓	
Ability to plan and evaluate interventions	✓	
Data analysis skills and the ability to use data to inform provision planning	✓	
Knowledge of best practice and procedures for safeguarding children and young people	✓	
Knowledge and understanding of IT in order to improve education provision	✓	
Good understanding of Ofsted framework and lesson expectations	✓	
Monitoring, assessment, recording and reporting of students' progress	✓	
Equalities, Health and Safety, SEN and safeguarding legislation	✓	
Formative and summative assessment and reporting to parents and other appropriate stakeholders	✓	
The ability to manage, analyse and use data to bring about school improvement and raise achievement	✓	
Up to date initiatives on assessment, Progress 8, EBACC and Life without Levels	✓	
The ability to identify improvement opportunities whilst recognising existing good practice	✓	
Knowledge and understanding of key issues in post 16 education	✓	
Experience of managing sensitive pastoral and disciplinary situations with students and parents	✓	
<b>Personal Attributes</b>		
A positive role model for students and staff	✓	
A commitment to comprehensive education	✓	
Act with honesty and integrity	✓	
Reflective, self-critical and resilient	✓	
A natural authority and strong presence in the school and in the wider community	✓	
Strong leadership, underpinned with the skills to motivate effective team working whilst being open to challenge	✓	
Willingness to listen to, reflect and act on feedback	✓	
A passion for vitality for teaching and learning and working with young people	✓	
A capacity to work in challenging, time limited situations with personal flexibility and good humour	✓	
Supportive of Catholic (Christian) ethos of school	✓	
Emotionally intelligent	✓	
Willingness to explore and embrace new ideas and be innovative in approach	✓	
Commitment to getting the best outcomes for students and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	

Assistant Head Pastoral	Essential	Desirable
<b>Personal Attributes</b>		
Commitment to maintaining confidentiality at all times	✓	
Willing to contribute to the wider life of the school	✓	
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	





*“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”*

Ofsted

# Applications

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**Closing date:** Midnight on Sunday 16 May 2021

**Interviews:** Week commencing 24 May 2021

**Please note that due to the current situation with regard to COVID-19 interviews may have to take place remotely. Full details will be given in the invite to interview letter for shortlisted candidates.**

Applicants are asked to submit their application to:

The HR Department by email to [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk)

Applications can be made online at [TES.com](https://www.tes.com)

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

For an open conversation about the role please contact Mrs S Gormley, PA to the Headteacher, by email at [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk) to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](https://www.st-gregorys.org.uk/useful-information/key-documents).

# *Student Creed*

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“ At St. Greg’s, we are a family.  
We walk together in the footsteps of Jesus.  
We are all equal in the sight of God  
So everybody deserves dignity and respect.  
We believe that we are all blessed with gifts  
And called by God  
So let’s do something special,  
Let’s work together for a better future.

In Christ we Flourish.”

Written by the students of Saint Gregory’s, Bath





*Saint* GREGORY'S  
*Bath*

*"In Christ we flourish"*

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