St Gregory's CATHOLIC SCHOOL

Pastoral Manager

APPLICATION PACK

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Ken Catholic Schools' Partnership

'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join St Gregory's Catholic School at a pivotal and energising moment in our journey.

St Gregory's is a school with bold ambition and a clear moral purpose. Rooted in the Gospel and inspired by our patron, St Gregory the Great, our vision is simple yet profound: every child is known, loved and called to greatness. We believe deeply in the dignity of every young person and in the transformative power of education to shape lives of purpose, service and excellence.

Over recent years, we have raised expectations, restored high standards and strengthened our culture. We are now building something exceptional: a Christ-centred school characterised by compassionate ambition, a place where warmth and care sit alongside challenge, scholarship and joy. We are determined to become a nationally recognised model of what a non-selective Catholic school can achieve.

At St Gregory's, we form young people of integrity, empathy and vigour. We expect our students to think deeply, act responsibly and strive for excellence in all they do - academically, creatively, spiritually and competitively. In return, we provide a rich curriculum, diverse opportunities and a culture of belonging where every student is supported to flourish and discover their vocation.

We place exceptional value on relationships. To truly know each child is not a slogan, but a daily commitment. Clear expectations, strong routines and a calm, purposeful environment allow students to be themselves with confidence, to take responsibility for their actions, and to grow into resilient, reflective and compassionate young adults.

Our Catholic life is at the heart of the school. Prayer, reflection and collective worship shape the rhythm of each day, offering space for encounter, meaning and formation for all members of our community, whatever their personal faith background. We are proud to be a Catholic school that is inclusive, outward-looking and deeply human in its mission.

By joining St Gregory's, you will become part of a professional, committed and forward-thinking team who believe passionately in education as a vocation. We invest in our staff, value professional growth and welcome colleagues who are excited by challenge, inspired by young people and aligned with our vision for greatness.

We would be delighted to explore how your skills, energy and values could contribute to the next chapter of St Gregory's, a school where you can inspire and be inspired, and where your work will truly matter.

Thank you for considering St Gregory's Catholic School.

Yours sincerely,

Mike Wilson
Headteacher

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved**.

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

Role description

We are seeking a motivated and compassionate **Pastoral Manager** to support the wellbeing, attendance, behaviour and achievement of students within a designated year group. Working closely with teaching staff, parents and external agencies, you will play a key role in providing pastoral support, leading interventions, promoting positive behaviour, supporting attendance and ensuring students achieve their full potential. The successful candidate will have excellent communication and organisational skills, experience working with young people, and a strong commitment to safeguarding and student welfare. This is a rewarding opportunity to make a real difference to the lives of our students.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Participation in overseas and UK school residential trips.
- Generous Pension scheme for all staff – 20.5% employer contribution for support staff
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement.
- Eye test subsidy.
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services.
- State of the art Fitness Suite for staff to use free of charge.
- Chapel with opportunities for collective prayer and reflection, welcoming to those of all faiths and none and the opportunity for support from our Chaplain.



Job description

Job Title:	**Pastoral Manager**
Salary Grade:	KRE (£29,167 - £30,934 FTE) pro rata amount £26,848 to £28,475
Hours:	37 hours per week. Term-time + 15 non-pupils' day (total 41 weeks per year
Line Manager:	Senior Phase Lead

Overall Responsibility

- To support tutors and teachers to ensure the well-being and highest possible levels of attainment of the Year group.
- To support and monitor the pastoral experience of the YEAR GROUP in order to improve attainment and achievement
- To support whole school pastoral processes and interventions
- To aim for the YEAR GROUP to behave in an exemplary way and to work with key staff on any interventions that may be necessary
- To conduct in year admissions and ensure new students receive appropriate induction
- To lead on agreed year-specific activities, events and interventions.



Job description

Responsibilities:

- To admit students to the YEAR GROUP under the fair access protocol and the agreed entry criteria
- To work with the pastoral team to create balanced tutor groups within each YEAR GROUP
- To keep under review the composition of tutor groups ensuring any movement between groups is appropriate
- To work closely with the attendance team to monitor attendance and punctuality as well as promote its importance
- To liaise with key staff as appropriate
- To promote and work within the school's behaviour management policy to recognise and reward student achievement as well as intervene where behaviour falls short of expectation
- To support with sanctions including whole school sanctions
- To organise specific, agreed activities for your YEAR GROUPs; including mentoring and intervention
- To support tutors in the development and wellbeing of the YEAR GROUP
- To support staff members with restorative conversations when needed
- To work with all staff to share information, strategies and good practice
- To be the lead person for all Looked After Children in the year – this is with LAC member of staff (DSL – RF)
- At times to support in the cover of lessons if required
- To ensure that parents receive termly reports of their child's progress and attendance
- To work with administration staff to ensure student records are up to date in accordance with school procedure
- To maintain regular and appropriate contact with parents
- To support with home visits as and when required
- To keep in contact with the parents, as appropriate through the normal means of communication.
- At times, when appropriate, to lead assemblies
- To make referrals and liaise without outside agencies as the need arises
- To attend pastoral meetings when required by SLT and Head of Year
- To complete necessary paperwork including e-CAF documentation and other referrals on individual students
- To organise year-related events and ensure students participate in House/Year group events
- To undertake further tasks that are reasonable within the parameters of the role
- To support the school's race equality and cultural diversity policy at all times
- Liaise, advise and consult with other members of staff supporting the students.
- Be aware of policies and procedures including those relating to confidentiality.
- Any other task as directed by the Academy Principal, which are consistent with the aims of the post.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and code of conduct of the school.
- Attend team and staff meetings, include staff briefings
- Attend and participate in open evenings.
- Uphold the academy's behaviour code and uniform regulations.
- To attend all relevant support and training events required to fulfil the duties above. This can include level 3/4 or above courses

Person specification

	Criteria	Essential / Desirable
Qualifications	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Successful experience of working with students in a school environment	E
Experience, Skills and Knowledge	Knowledge and understanding of adolescent development	E
	Knowledge and understanding of the SEAL Programme	E
	Skilled in dealing with both challenging and able students	E
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skill	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
Abilities, Skills and Attributes	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Motivation to work with children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands.

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using **CLICK HERE**

Should you be shortlisted for interview, additional information may be requested at that time

Closing date for applications: 4 December 2026 at 09:00 am
Interview date: w/c 7 December 2026
Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.

