



ELLESMERE PORT

Catholic High School

Pastoral Support Manager

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



The highest
quality of
Teaching

The highest
quality of
**Pastoral
Support and
Guidance**

The highest
quality of
Leadership

The highest
quality of
**Extra-
Curricular,
Enrichment
and
Volunteering
Programmes**



With 966 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Pastoral Support Manager

Grade 7

£30,060 to £33,366 per annum

Full time, Permanent

To start 01 September 2025

In addition to the above, we offer an Employee Assistance Programme to you and your immediate family, continued Professional Development and an excellent Staff Wellbeing Programme.

Governors are seeking to appoint an enthusiastic and motivated Pastoral Support Manager, to join our positive and hardworking team to join us in September. We have a fantastic team of support staff at our school and are really looking forward to appointing to this key role. We are looking for someone to join us who really wants to make a difference to young people's lives.

To provide and maintain an environment where students may learn, and teachers teach most effectively, and all are treated with respect. With responsibility for enhancing and coordinating provision for welfare, guidance and behaviour management including tracking pupil attendance and progress and helping to remove barriers to learning for a specific year group. In addition, be responsible for the implementation and management of all school policies relating to students.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Monday 9th June 2025

Interviews will be week beginning 9th June 2025

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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May 2025

Dear applicant,

Pastoral Support Manager

I would like to thank you for your interest in the role of Pastoral Support Manager at Ellesmere Port Catholic High School. Our staff are committed to providing the very best opportunities for every young person we educate to achieve their potential.

This post is of great importance to us and will offer the right person the opportunity to contribute to our already highly ambitious school to bring their experience and own ideas into supporting our students.

The successful candidate is expected to have:

- Excellent interpersonal skills.
- The learner at the centre of their vision.
- Experience in working with young people.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

Enclosed is a copy of the job description, person specification and application form. Please complete the application form in full, CVs will not be accepted as a substitute for the information required.

If you are interested in applying for this key post, as part of your application please include:

- How your experience so far has prepared you for this post.
- Your vision for outstanding standards in this area.

The closing date for the receipt of applications is **9.00am on Monday 9th June 2025**. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to Human.Resources@epchs.co.uk

Interviews are scheduled to take place **week beginning Monday 9th June 2025**.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

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JOB DESCRIPTION

JOB TITLE	Pastoral Support Manager	JOB REF NO	AAAE7027
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BASIC JOB PURPOSE To provide and maintain an environment where students may learn, and teachers teach most effectively, and all are treated with respect. With responsibility for enhancing and coordinating provision for welfare, guidance and behaviour management including tracking student attendance and progress and helping to remove barriers to learning. In addition, be responsible for the implementation and management of all school policies relating to students.

NO	MAIN RESPONSIBILITIES
1	Main responsibility for a year group in school
2	Analyse, monitor and track individual student progress through a range of assessment and monitoring techniques e.g., Arbor and attendance data; deliver student learning booster sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform decisions regarding Individual Education and Behaviour Plans for students. Celebrate the achievement and efforts of all students.
3	Work alongside school staff to identify students who may be at risk of failure in a year group.
4	Work with colleagues to monitor and review the needs of identified students.
5	Establish and maintain supportive relationships with students with the clear aim of developing strategies which re-engage them with education in the wider sense.
6	Contribute to the school's behaviour management system through the presence system/Pope Francis Centre provision, and work with students and staff to reintegrate students back into the classroom.
7	Work with individual students and small groups of students in the Pope Francis Centre to aid effective reintegration back into the classroom where appropriate.
8	To co-ordinate transition and in-year admission arrangements as appropriate.
9	Within a framework prescribed by the school, prepare, plan, and implement individual and group learning activities and intervention programmes across a key stage, working alongside and in conjunction with professional teaching staff.
10	Access, maintain and update students' behaviour support plans to facilitate assessment of students' progress.
11	Work directly with the students and their families to identify barriers to learning and establish a Personal Action Plan and a Behaviour Support Plan as appropriate.
12	Monitor and review personal action plans and behaviour support plans, where in existence, and report on a regular basis to appropriate pastoral leaders

13	Attend all relevant meetings both internal and external, to provide data and written progress reports which may be required.
14	Liaise daily with the Ethos, Character and Culture Team and carry out relevant duties as directed.
15	Carry out relevant duties such as lesson changeover duties as required.
16	Contribute to the First Aid provision of the school
17	Keep up to date with relevant national, regional, and local developments in relation to pastoral support

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

IMPORTANT

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The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



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PASTORAL SUPPORT MANAGER – PERSON SPECIFICATION

For the following criteria: E denotes essential / D denotes desirable

Personal Skills	
To work and communicate effectively with colleagues in school	E
To establish good relationships with children whilst setting firm boundaries	E
To work creatively with children to identify strengths and targets for development/achievement	E
To draw up action plans to meet targets	E
To demonstrate empathy, communication, listening and interpersonal skills when dealing with children, colleagues and parents/carers	E
To demonstrate a positive attitude to working with challenging pupils	E
To negotiate effectively with families/carers and support agencies	E
To work with small groups of children	E
To demonstrate good self-organisation skills	E
To demonstrate a sense of humour	E
To identify and liaise with appropriate resources and agencies of support	D
To demonstrate good administrative skills including report writing	D
To demonstrate teamwork skills	E
To demonstrate the ability to work flexibly with adaptability	E
To demonstrate a willingness to undertake training	E
Knowledge and Understanding	
Issues relating to social exclusion and an understanding of these issues	E
Methods of setting realistic programmes for disaffected and underachieving children	D
Local services and resources for children, young people and their families	D
Awareness of child protection issues and procedures	E
Awareness of data protection and confidentiality procedures	E
Qualifications	
Evidence of relevant full time further and / or higher education	E
Evidence of English and Maths at GCSE (A-C) or equivalent	E
Evidence of recent and continuing professional development	E
Experience	
Working with secondary aged children	D
Working with families /carers	E
Working with children with Special Educational Needs	E
Involvement with Community Organisations	D
Working with a range of external agencies	D

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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