



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Pastoral Support Officer

Required from September 2026

Saint Bede's Catholic High School,
Talbot Road,
Lytham St Annes,
Lancashire,
FY8 4JL.

01253 737174

hr@stbedeslytham.lancs.sch.uk

www.stbedeslytham.lancs.sch.uk

Headteacher's Welcome

Thank you for expressing an interest in applying for a role at Saint Bede's Catholic High School, Lytham. As a Catholic school within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about as a school community. We are a family, in which each child in our care is supported and challenged to make the very most of their God-given potential and to be the best that they can be in every aspect of their personal, spiritual, and academic development.

Our expectations regarding behaviour, uniform, and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and, in turn, we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience, and the warm welcome they receive from pupils and staff alike.

"At Saint Bede's Catholic High School, pupils clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family." Catholic Schools Inspection – March 2023

We are seeking to appoint enthusiastic and committed professionals to join our school community and contribute to the high standards and inclusive provision for which Saint Bede's is known. Staff at all levels work collaboratively to ensure that barriers to learning are removed and that every pupil is supported to achieve their full potential. We value creativity, dedication, and a shared commitment to delivering an excellent educational experience for all.

Potential candidates are very welcome to visit our school to meet our pupils and staff and to experience first-hand the strong sense of community that defines Saint Bede's. We look forward to receiving your application.

Yours sincerely,
Mr P Marsden
Headteacher



"We aim to reflect the true Christian Values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world".

KEY INFORMATION

Post Title:	Pastoral Support Officer
Salary:	LCC Support Staff Pay Scale Grade 6 Points 11-19
Responsible to:	Senior Assistant Headteacher
Hours:	TTO plus 5 days, 37.5 hours a week 8.15am-4.00pm (hours TBC)
Start Date:	September 2026

Saint Bede's Catholic High School is a thriving Catholic secondary school dedicated to nurturing the academic, spiritual, and personal development of every child. Guided by Gospel values and our ethos of 'Being a Bede', we foster a community of love, faith, learning, and service, where all are encouraged to grow in character and excellence.

MAIN PURPOSE OF THE ROLE

- To co-ordinate and lead the operational delivery of pastoral care, behaviour management, attendance monitoring, safeguarding, and wellbeing support for pupils within designated year groups, ensuring that every child is known, valued, and supported.
- To uphold and actively promote the Catholic ethos and values of Saint Bede's Catholic High School, modelling respect, compassion, and high expectations.
- To work collaboratively with families, tutors, teaching staff, and external agencies to remove barriers to learning and empower pupils to achieve their full potential.
- To act as the primary point of contact for all pastoral matters within the designated year groups.
- To champion and support whole-school pastoral systems, contributing significantly to a nurturing, disciplined, and aspirational school culture.

This post is full time 37.5 hours per week, term time only plus 5 INSET Days, and the working hours are Monday to Friday 8.15am to 4.00pm, 30 mins unpaid lunch (exact hours TBC with Line Manager)

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

This position is term time only, please note the salary quoted is full time equivalent. If successful, the salary received will be paid on a pro-rata basis.

Safeguarding

Saint Bede's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post is subject to an enhanced DBS check and satisfactory references.

KEY RESPONSIBILITIES

Safeguarding and Welfare

- Proactively identify pupils who may be at risk and refer concerns swiftly and accurately via established school systems.
- Act as a Deputy Designated Safeguarding Lead (DDSL), working alongside the DSL to manage safeguarding caseloads, co-ordinate responses, and ensure regulatory compliance (training provided).
- Contribute to and participate in multi-agency support processes, including Early Help Assessments, Team Around the Family (TAF) meetings, and other collaborative reviews to support vulnerable pupils.
- Maintain meticulous, confidential, and legally compliant records using CPOMS (or equivalent systems).
- Promote a robust culture of safety, dignity, and mutual respect that aligns with Catholic teaching and national safeguarding guidance.

Pastoral Care and Behaviour

- Lead the day-to-day pastoral support and caseload management of pupils within the designated year groups.
- Ensure the consistent, high-profile application of the school's behaviour policy, utilising restorative approaches alongside clear boundaries.
- Investigate complex behavioural or pastoral incidents thoroughly, exercising sound judgement to implement appropriate sanctions, adjustments, or targeted interventions.
- Co-ordinate and lead successful reintegration programmes following exclusions, prolonged absences, alternative provision placements, or medical leaves.
- Cultivate a strong year group identity rooted in the school's Catholic mission—actively celebrating achievements, character formation, and service to others.

Attendance and Punctuality

- Monitor daily attendance and punctuality data rigorously, analysing trends to identify emerging patterns of concern.
- Lead timely interventions for pupils with poor or declining attendance, including orchestrating family meetings, creating formalised action plans, and conducting home visits when necessary.
- Collaborate strategically with the Attendance Officer and external support services to improve attendance metrics across the cohort.

KEY RESPONSIBILITIES

Academic Progress and Inclusion

- Analyse academic, effort, and engagement data for pupils within the year groups to proactively identify individuals and cohorts vulnerable to underachievement.
- Design and implement targeted pastoral interventions to directly mitigate barriers to learning and close achievement gaps.
- Work in close partnership with the SENCO, form tutors, and subject teachers to implement tailored support for vulnerable learners, including SEND, disadvantaged, EAL, and pupils with SEMH needs.
- Consistently advocate for and promote high expectations regarding pupil effort, behaviour for learning, and personal development.

Communication and Liaison

- Act as the definitive first point of contact for parents and carers regarding pastoral, emotional, and behavioural matters.
- Build trust-based, supportive, and constructive relationships with families, particularly those facing complex challenges.
- Liaise fluidly with form tutors, subject staff, senior leaders, and external agencies to ensure cohesive communication and a unified approach to pupil support.
- Produce high-quality updates, case studies, and briefings for senior leaders and external stakeholders as required.

Wider School Contribution

- Provide high-visibility supervision of pupils during social times, transitions, and detentions or specialised interventions.
- Contribute actively to whole-school wellbeing, safeguarding, and behaviour-focused initiatives.
- Promote the Catholic ethos of Saint Bede's through daily professional practice, workplace relationships, and personal conduct.

General Responsibilities

- Operate at all times in strict accordance with the statutory frameworks, policies, procedures, and core values of Saint Bede's Catholic High School.
- Maintain the highest standards of professional conduct, data protection, and confidentiality.
- Engage proactively in professional development opportunities, staff meetings, and the school's performance management cycle.
- Undertake any reasonable additional duties as requested by senior leaders that are commensurate with the grade and nature of the role.

ROLE SUMMARY

This is an excellent opportunity and an exciting time for a highly organised and ambitious professional to make a tangible difference, enabling the team to drive forward with some ambitious and forward thinking plans for the pastoral support functions across school.

Having prior school experience is not a pre-requisite for this role. We are simply looking for the right individual with the right skills and abilities to join our small friendly team.

PERSON SPECIFICATION

Essential:

- Educated to Level 3 (A-Level or BTEC), or at least Grade C or above in English and Maths at GCSE
- Experience of working within an education setting
- Experience of leading interventions to improve attendance and behaviour and tracking impact
- Experience of planning and delivering interventions or pastoral programmes for individuals and groups
- Proven use of positive behaviour management strategies and restorative approaches
- Knowledge of SEND needs (cognitive difficulties, ASD, communication needs, attachment, SEMH) and strategies for inclusion
- Excellent communication skills – written and verbal – with a high level of ICT literacy and ability to analyse data
- Experience of working with children with behaviour and social/emotional needs
- Awareness and basic understanding of the National Curriculum

Desirable:

- Safeguarding/child protection/first aid/mental health first aid or counselling qualification
- Experience of working families from diverse communities and/or situations
- Experience of working with external support agencies
- Knowledge of Early Help Assessments
- Experience of working with a DSL, safeguarding team or external agencies relating to child protection
- Use of SIMS/School Synergy or similar MIS systems
- A full UK, clean driving license and willingness to drive the school minibus
- Ability to support occasional events out of school hours/evenings
- A flexible and adaptable approach to working hours and responsibilities to meet the evolving needs of the school

HOW TO APPLY

To apply, please submit the CES Application Form **and the supporting recruitment documents provided**. These documents are also available from the school website. Your supporting statement should be completed within the application form, using Calibri or Arial font, size 11, and must be no more than two pages in length.

Completed applications should be returned either by email or post to:

By email: hr@stbedeslytham.lancs.sch.uk

By post: Mrs P Mercer
School Business Manager
Saint Bede's Catholic High School
Talbot Road
Lytham St Annes
Lancashire
FY8 4JL

SCHOOL VISITS

Prospective candidates are warmly encouraged to visit the school prior to submitting an application.

To arrange a visit, please contact **Mrs Mercer, School Business Manager**, on **01253 737174** or via email at hr@stbedeslytham.lancs.sch.uk

CLOSING DATE FOR APPLICATIONS

The closing date for applications is Friday 5th June 2026 at 12noon.



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