



Saint Edmund Arrowsmith
Catholic Academy

Senior Pastoral Lead – Belong & Thrive Co-ordinator

Recruitment Pack



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.

We strive to create a community that is united through Our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values. Our school is fully inclusive and we have high aspirations for all supporting every pupil to achieve success.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience,

which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

The aim is born from our mission statement,

'I have come in order that they may have life, life in all its fullness' John 10:10

Our school values of Love, Inspiration, Empowerment and Joy are lived out in all we do. John 10:10



"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023

The Role

This is an exciting position for a candidate who has a passion to transform lives and change society through education. A key role within our mission to ensure we are inclusive and ensure all pupils can flourish and succeed at St Edmund Arrowsmith. We are looking to welcome a colleague who can strengthen our team and believes that our school can serve every child in the community. The right candidate for this role will be passionate about championing the rights for the most vulnerable pupils in our school, be relentless in the pursuit of equality and justice for all. They will have excellent communication skills and the willingness to use those skills to ensure that every child has the chance to succeed, understanding that some pupils require further support and guidance to enable them to flourish.

Our purpose is to be “School of Choice for the Community” enabling our pupils to ‘live life in all it’s fullness’.

Job Purpose

Provide leadership to and set high expectations for the students of St Edmund Arrowsmith Catholic Academy in all pastoral matters. Leading our Reflection Room and working with vulnerable and disadvantaged pupils will be integral to your daily actions. Ensuring pupils feel known and belong to our school is your priority. This position is both proactive and reactive in nature, working with small groups of students to ensure their needs are met, and that they are known and understood as individuals – ensuring they feel known and that they belong so that they can thrive.

Working with the Deputy Headteacher, Assistant Headteacher Inclusion and in collaboration with other members of staff, to ‘champion’ pupils within a specific cohort and provide support and intervention strategies to meet the pastoral needs of the students at St Edmund Arrowsmith in a specific cohort.



Job Description



Saint Edmund Arrowsmith
Catholic Academy

General duties:

- ✳ Act as a visible member of the Pastoral Leadership Team to promote high standards of personal values, school uniform, behaviour, attendance and attitude to learning
- ✳ To be a visible role model of the implementation of our Care, Support, Guidance and Behaviour policy in line with our Catholic ethos

Post Title: Senior Pastoral Lead – Belong & Thrive Co-ordinator

Pay Scale: NJC 26-30

Contract: 36 hours per week (Term Time plus two weeks)

Start Date: As soon as possible

- ✳ Provide support for students in receipt of the Pupil Premium Grant in terms of their in-school experience, supporting and liaising with pupil premium families
- ✳ Support the Leadership Team and Heads of Year in achieving targets related to achievement, behaviour, attendance and attitude to learning
- ✳ Work with all staff to take appropriate action to support students in need, and those falling below school's expectations, especially those in receipt of the Pupil Premium Grant
- ✳ Provide support for students in receipt of the Pupil Premium Grant in terms of their in-school experience, supporting and liaising with pupil premium families
- ✳ Act as a champion (key worker) for identified groups of students (especially the most vulnerable), acting as a liaison between home and school
- ✳ To set and establish high quality operational procedures in our Reflection Room
- ✳ Ensure that students are aware of the procedures and expectations whilst in the reflection room
- ✳ Be responsible for ensuring that students have appropriate work to complete and that the reflection room timetable is followed
- ✳ To communicate set work to students and offer help and guidance as required
- ✳ Provide feedback and encouragement to students in relation to their progress whilst in the reflection room
- ✳ To utilise the academy's reflection intervention to encourage and allow students to reflect on choices to modify and improve behaviour and improve relationships
- ✳ To record and report on the behaviour and progress of the students in the reflection room and communicate in a timely manner with the SLT link and or the relevant pastoral team any further sanctions or reasonable adjustments, in line with the care, support, guidance and behaviour policy
- ✳ To co-ordinate the staffing of the reflection room

"[St Edmund Arrowsmith Catholic Academy] is ambitious for pupils to succeed... Staff foster positive relationships with their pupils... Pupils told inspectors that they feel safe... Staff know their pupils well and promote positive attitudes to learning. Pupils know whom they can talk to with any worries they may have." Ofsted, 2024

Job Description



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Catholic Academy

- ✳️ To liaise with the AHT and Curriculum leaders to ensure there is the appropriate delivery of the curriculum so that no pupils fall behind
- ✳️ To complete all administrative tasks relating to the reflection room including monitoring and upkeeping attendance lists for the room
- ✳️ To attend meetings specific to the reflection room and behaviour management strategies and contribute to maintaining systems and procedures e.g. improvements to learning environment and engagement of students
- ✳️ To assist with data gathering and reporting for analysis
- ✳️ To provide reports and briefing notes as required
- ✳️ To attend the inclusion meeting as and when required
- ✳️ To manage the upkeep of the area including signage and to ensure that the reflection room is neat, tidy, effectively resourced, stocked and maintained
- ✳️ Support the St Edmund Arrowsmith internal behaviour systems, including being part of a learning walk rota, staffing our Reflection Room and supporting in our Well-Being Hub
- ✳️ To support the Heads of Year with vulnerable groups of pupils in all matters regarding behaviour, attendance, uniform and punctuality
- ✳️ To be a key link person between school and external agencies for students. This includes undertaking administrative tasks, liaising with external agencies under the direction of the Leadership Team
- ✳️ To support the Heads of Year with vulnerable groups of pupils in communication and liaison with teaching and non-teaching staff as well as with families.
- ✳️ To liaise with the school's Safeguarding Lead and Safeguarding Officer, as needed, to ensure that all students are kept safe
- ✳️ To celebrate the successes and achievements of the students using postcards, phone calls home and social media
- ✳️ To liaise with AHT Inclusion and AHT Pupil Premium lead to ensure our Pupil Premium pupils are known, belong and thrive in all aspects of school life
- ✳️ To uphold and promote our Catholic ethos and values
- ✳️ To be willing to undertake First Aid training to support the First Aid Team in school
- ✳️ To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ✳️ To act as a positive role model across the Trust
- ✳️ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ✳️ To engage actively in the Appraisal Review process
- ✳️ The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher, Trust and Local Governing Body.

This job description will be kept under review and may be amended via consultation with the individual, Chief Executive and Trustees as required. Trade Union representatives will be welcome in any such discussions.



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

Qualifications and Experience	Essential	Desirable
GCSEs (or equivalent) including English and Maths (Grade C/4 or above)	X	
Willingness to undertake First Aid, Fire Marshall, and other relevant training	X	
Experience working with young people, preferably in an educational or inclusion setting	X	
Experience managing and improving pupil behaviour	X	
Experience supporting vulnerable or at-risk pupils through pastoral interventions	X	
Experience working collaboratively with staff, families and/or external agencies	X	
Relevant qualification in education, youth work, behaviour support or counselling		X
Safeguarding and/or child protection training (up to date)		X
Experience using school management systems such as SIMS		X
Experience conducting mentoring or reflective conversations		X
Experience supporting SEND or pupils with social/emotional needs		X
Knowledge, Skills and Competencies	Essential	Desirable
Understanding of barriers to learning and social/emotional challenges in pupils	X	
Strong knowledge of behaviour management and de-escalation strategies	X	
Awareness of safeguarding responsibilities and procedures	X	
Understanding of inclusive education and equal opportunity principles	X	
Ability to form strong, positive relationships with pupils and maintain professional boundaries	X	



Knowledge, Skills and Competencies	Essential	Desirable
Effective communication and interpersonal skills with both pupils and adults	X	
Strong organisational skills and the ability to maintain accurate records	X	
Ability to stay calm, patient, and assertive in challenging situations	X	
Competent IT skills (Microsoft Office, email systems, pupil databases)	X	
Familiarity with referral and early help processes		X
Knowledge of metacognitive strategies to support pupil self-regulation		X
Ability to prepare reports and contribute to multi-agency meetings		X
Confident in delivering 1:1 and small group support or mentoring		X

Personal Traits

- A positive, flexible, and proactive approach to supporting behaviour and wellbeing
- Resilience and emotional intelligence when working with vulnerable pupil
- A strong commitment to safeguarding and pupil welfare
- A team player who is also able to work independently
- Commitment to ongoing professional development

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.

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.

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

What We Offer For All Staff

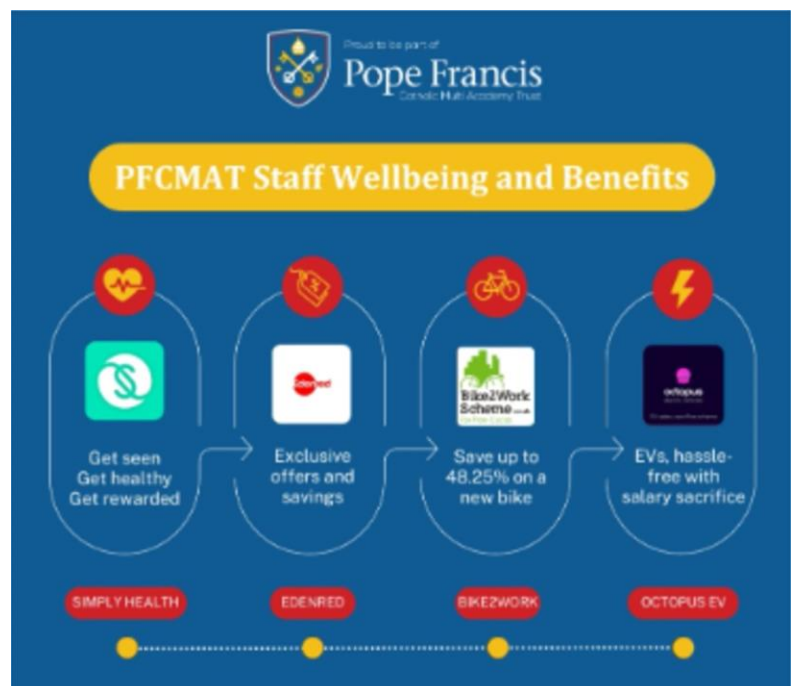
We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.

Andrew Dawson

Andrew Dawson, CEO



Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in this position. Saint Edmund Arrowsmith is on a rapid journey of school improvement. I am keen to appoint staff who want to work with young people to change lives and shape society.

As Acting Headteacher, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna
Acting Headteacher
Saint Edmund Arrowsmith Catholic Academy

Application Process



Saint Edmund Arrowsmith
Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✴ 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.

Closing Date: Monday 1st December 2025
Interviews: Wednesday 3rd-Friday 5th December 2025

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

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.