



Harlesden Road, Willesden , London,NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

JOB DESCRIPTION

EAL Pathways & KS5 Pastoral Support Manager

Salary – £23,743 per annum

Purpose of the post:

- To ensure a culture of respect and positive behaviour among students
- To pastorally support student welfare and development
- To support the work of the Heads of Year
- To monitor, manage and improve the attendance and punctuality of students

RESPONSIBILITIES

Pastoral

1. To oversee the effective functioning of the pastoral system and pastoral teams in EAL Pathways & KS5.
2. To bear a major responsibility for the maintenance of culture and discipline throughout the school at all levels. To promote positive discipline and reinforce the Behaviour for progress policy.

3. To be able to deal effectively with the most challenging behaviour in the school.
4. To work with staff to oversee student welfare, attendance, punctuality, discipline and uniform in EAL Pathways & KS5 and implement those policies.
5. To liaise with external agencies as necessary e.g. US Charitable Trust, Local Businesses, Sport and Thought/Damascus Staff; West London Zone Key Worker; Educational Welfare Officer; Inclusion Support Officer; Parents etc.
6. To establish appropriate record keeping procedures for tutor teams and to monitor that these are being implemented (i.e. parental contact logs using SIMS)
7. To ensure effective development and usage of Pastoral Support Plans (PSPs) and evaluation of their impact. To involve all agencies when drawing up PSPs to help support students at risk of exclusion.
8. To promote good attendance and punctuality for all students in EAL Pathways & KS5.
9. To assist the year groups and teams regularly in well-presented and thoughtful assemblies supporting the ethos of the school.
10. To ensure effective organisation of reporting to parents including tracking, reporting and parents' evenings.
11. To track groups of students and promote opportunities enabling them to excel e.g. More Able students, students of black Caribbean heritage, Students with Special Educational Needs or Disabilities.
12. To work with the Head of EAL and NCC6 Leaders to promote Newman Catholic College to prospective parents and students as part of the transition process
13. To assist with an interview processes and induction of new students
14. Contacting home and liaising with families.
15. To circulate and offer pre-exclusion in-class behaviour coaching
16. To develop student intervention groups e.g. Zones of regulation.

Curriculum

1. To ensure an appropriate curriculum is provided through PSHE, which includes all aspects of citizenship that reflect our Rights Respecting School status.
2. To liaise with appropriate senior managers for the provision of an alternative curriculum if appropriate.

3. To monitor the academic and behaviour standards of the key stage. To report regularly to SLT Line Manager (responsible for Behaviour and Attitudes) on these aspects.
4. To oversee, manage and organise work ready placements for students
5. To facilitate reading interventions

Culture

1. To encourage and nurture a respect for the school environment and community
2. To regularly update the notice board relating to key stage, promoting every aspect of students contributions including Attendance reward points.
3. To support the rewards policy and track and share the SIMS points, rewards and rewards assemblies.
4. To enhance home-school relationships and communication

Enforcing Behaviour for Progress Policy

1. To support Damascus and to manage day exclusions
2. To resolve student conflicts through resolution meetings.
3. To prepare and administer detention rotas.
4. To respond to staff call-outs when required

Any other responsibility as directed by the Headteacher. This Job Description is subject to regular review.

Hours

- 8.30am – 3.30pm
- 8.30-8.40 – Playground Duty > Late Gate
- 3.05-3.30 – Dismissal of students, monitor school exits and playground

Application process

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date: 06th October 2023

Interview: 11th October 2023