

St George's Catholic School,  
The Mount, Taunton, TA1 3NR  
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## **PASTORAL LEAD required from February 2025**

**Hours: 26.5 hours per week, term-time plus additional holiday hours as necessary**

**Salary: Grade 12 £27,711 - £31,067 pa pro rata**

The governors of St George's Catholic School are seeking to appoint a suitably qualified, pastoral support assistant, to join our pastoral team supporting pupils and families across the school. The successful candidate will work closely with the existing Designated Safeguarding Team and will:

- Be hardworking, flexible and highly organised;
- Be able to efficiently manage high volumes of casework files, notes, emails and associated documentation;
- Be able to work independently and as an integral part of the existing team;
- Be a consummate professional, with excellent basic skills in literacy, numeracy and spoken English;
- Be proficient in the use of IT and able to effectively utilise these skills to access information management systems such as CPOMS, which is an integral aspect of this role;
- Be able to work under pressure and respond to changing needs and tight deadlines.
- Be able to make referrals to key agencies and service providers;
- To manage the pastoral team's diary, scheduling meetings with partner agencies and arranging the timely production of key reports;
- Have excellent interpersonal and communication skills, able to forge effective relationships with all stakeholders including families, social services and external support agencies to get the best outcomes for our children;
- Maintain an oversight of the school's attendance, working closely with families, staff and partner agencies to ensure any barriers to attendance are overcome;
- Have a clear understanding of the safeguarding frameworks and the requirements of the Keeping Children Safe in Education and Working Together to Safeguard Children documents.
- Be willing to undertake additional training associated with the role, using gained knowledge to upskill other members of staff;
- Have a full driving licence;
- Be resilient with a good sense of humour and the passion to make a difference, and place the children at the heart of all they do.

Subject to probationary period.

Application forms are available at:

[https://www.st-georges-somerset.org.uk/web/job\\_vacancies/275862](https://www.st-georges-somerset.org.uk/web/job_vacancies/275862)

using the SCC Support Staff Application Form.

Closing date: Monday 27<sup>th</sup> January at noon

Interviews: to be arranged