



Pastoral Manager

Candidate Information June 2026

A Message from the Headteacher

Thank you for your interest in Cardinal Newman Catholic High School. We are a vibrant, ambitious and caring community, with students drawn from a variety of backgrounds. Everything that happens within our school is inspired by gospel values and Cardinal Newman's words that we are all 'a link in a chain. A bond of connection between persons.' Our most recent denominational inspection (2022) celebrated a 'genuine, loving and happy community in which each person is known and valued,' whilst our most recent Ofsted inspection (November 2022) concluded that we are a Good school where students 'learn and achieve well.'

We are a good school (Ofsted 2022) located in Latchford, Warrington with a large catchment area extending across the South of Warrington from which we draw our 850 pupils.

Our ambitious and rigorous curriculum leads to strong academic outcomes with our students making good progress. We deliver a vibrant and rigorous curriculum, which prepares our students well for their future, with 51% of students completing the EBACC qualification at KS4 in 2025. Languages is a key part of our success in this area with students currently choosing from German and French, both of which are studied throughout KS3. 51.2% of pupils achieved a Grade 4+, with 22.6% of students achieving a 5+ in the basic measures.

The extracurricular life of our school is flourishing, with a wide variety of enrichment activities. Our Chaplaincy is at the heart of this, offering opportunities at every break and lunch time as well as engagement with external visits and retreats, all of which are very well attended by our young people. We have a wide variety of sports clubs. We have particular success in Rugby League and Rowing for both our male and female teams, but our sporting offer is wide ranging and growing. Our Performing Arts are a key component of the enrichment on offer with a variety of musical ensembles, and a highly successful school show. Our programme of school visits, including our Geography trip to Iceland and Languages trip to Berlin ensure our students have a growing understanding of the wider world, and their role within it as active citizens. Our cutting-edge provision in mental health and our outstanding pastoral team ensure that our students also have the emotional skills they need to succeed throughout their lives.

Our staff team are also committed to lifelong learning and continuing professional development. Our CPD offer is comprehensive, combining in-house coaching and development programmes alongside excellent provision from our partner TSAs and our Diocese. These programmes ensure that staff can access exciting opportunities and continue to develop as professionals throughout their time with us, to the benefit of their own learning as well as the experience of our students.

If you would like to find out more about our school and our community, please contact Michele Walker, Headteacher's PA on 01925 635556 or at mwa@cardinal-newman.co.uk

Pastoral Manager - Job description

Full time, permanent, 37 hours per week, term time only plus one week,

Grade 7, SCP 23-27, £29,620 to £32,876 (actual salary)

Reports to:

Assistant Head for pastoral

Responsible for:

First line response to students and parents

Main Purpose:

To work within the pastoral team to provide support for students. To support the Heads of Year to effectively track and monitor student wellbeing and progress. Liaise with external agencies to safeguard students and ensure appropriate interventions are in place.

Main Activities:

To be a point of contact for students, their parents, staff and relevant external agencies.

To support the Year Heads to allow them to fulfill their teaching requirements.

Work within the pastoral team to promote positive student wellbeing.

To track and monitor those students who require additional support through external agencies and case manage these students.

To ensure clear lines of communication between Head of Year and staff to support students.

To be available to pastoral tutors and teaching staff as a day-to-day support.

To deal initially, with all day-to-day issues regarding student welfare and safeguarding. (Be willing to undertake Early Help training)

Ensuring support for the implementation of school policies in relation to behaviour management.

Working with Year Heads to counsel the students according to the School's Discipline Policy and ensuring that relevant action is taken and that this is recorded.

Recording incidents on Arbor.

- To support the Year Head to develop appropriate responses to persistent behaviour issues.
- To monitor and support pupils in their learning and encourage positive attitudes and behaviour in and around school.
- Creating opportunities to praise and reward students within the schools' reward systems.
- To attend and ensure the smooth running of parents evenings and other events KS3 and KS4.
- Involvement in organising the preparation of reports on students as required for parent interviews, case conferences.
- Organising and arranging contact with parents to ensure that they have full knowledge of student progress and pastoral issues in consultation with Head of Years.
- Support in the preparation of information for further education/employment.
- Enforcing the uniform regulations and applying sanctions and rewards.
- Involvement in organising the practical aspect of Rewards Days and End of Key Stage celebrations.
- Organising times and supervision of year photographs/immunisations.
- Organising rewards and certificates for Intervention and Celebration Events/Assemblies.

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- Monitoring persistent 'medicals' at reception.
- Monitor and supervise 'social time', detentions – to facilitate this must take own Breaks' before or after.
- To maintain and file records of pupils within key stage per year group using CPOMS.
- Frequently building positive relationships with vulnerable pupils and parents and those absent due to long term illness.
- Facilitate the smooth transition from KS3 to KS4 through effective communication and liaison with pupils, staff, parents and other agencies.
- To attend and contribute to Pastoral Team meetings.
- Other duties as required by the pastoral team.

Closing date for receipt of applications: Wednesday 15th July 2026 at 9.00am

Interviews to be held on Monday 20th July 2026

Please note a current CES application form (version 12) and a Model Rehabilitation of Offender act 1974 must be completed for this post. Forms can be emailed to Mrs Michele Walker mwa@cardinal-newman.co.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post is subject to an Enhanced DBS Disclosure and online checks.

About the Department

The Pastoral team are at the heart of our school providing essential support and care for our students.

At Cardinal Newman we are incredibly proud of our pastoral support which is implemented by our outstanding pastoral team. National Award winners as Pastoral Team of the Year in the NAPCE awards 2020 they work tirelessly to ensure students are happy and thriving in our school community. Together they work with the Heads of Year to support our young people as they grow and develop into mature young adults ready to take their next steps. We know at times our students may need some support and this team play a vital role in ensuring the right support is in place.

It is important that each child has a personal contact with whom they can identify, who knows him/her individually and who can be consulted if and when personal or academic problems may arise. Our Pastoral team are key in this process and work together to ensure that each child is seen as an individual and provided with the care they need at an appropriate time.

The team work tirelessly in what is a busy but incredibly rewarding role. Whilst there is a need to work alongside external agencies and families, there is also a need to recognise early intervention and contribute to the wider school curriculum for personal development.

Communication is key as the department often provide a link between pastoral support and teaching staff to ensure information is shared effectively and that school, parents and students work together.

We believe that happy, healthy, resilient and confident students are more likely to achieve more, both academically and in their personal life. We ensure that we have structures and systems in place to achieve both of these things for our students and as a member of the pastoral team you will play a key role in that structure.

Pastoral Manager

Person Specification

	Essential	Desirable	Evidence
Qualifications/Experience - GCSE Maths and English Language at grade C or above - Experience of working with students with a range of Special Educational Needs - Training in special educational needs strategies - Willingness to undertake appointed person certificate in first aid/positive handling	 	 ✓ ✓ ✓	Application Form Application Form Application Form Application Form/Interview Application Form Application Form
Interpersonal - Ability to work co-operatively with a wide range of staff and as part of a team - Ability to relate positively to students, and show a fundamental commitment to them and their development - Ability to work in partnership with Governors, parents and the community - Commitment to achieving the highest standards - Enthusiasm and resilience - Sense of humour - Commitment to continuing to develop professionally - Willingness to contribute to the school's programme of extra-curricular activities - Willingness to support and contribute to school's Christian ethos	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ 	Application Form/ References/Interview Application Form/ References/Interview Application Form/Interview Application Form/Interview Application Form/Interview Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge/skills - Clear expectations on pupil behaviour and discipline - Administrative and organisational skills, with good attention to detail - Good oral and written skills - Good ICT skills - Good time keeping skills and an ability to work to deadlines - Understanding of the SEN Code of Practice - Understanding of inclusion, especially within a school setting - Experience of resource preparation to support learning programmes - Understanding and commitment to safeguarding practices and procedures	✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

The extra curricular
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Michele Walker
Headteacher's PA
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