



**Application Pack**

**Pastoral Manager**



**Welcome from the  
Emmaus Catholic Academy Trust**



**EMMAUS**  
CATHOLIC ACADEMY TRUST



## Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Pastoral Manager at St Antony's RC School. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Pastoral Manager will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St Antony's RC School are very much looking forward to recruiting a highly effective Pastoral Manager. The successfully appointed candidate will join the St Antony's RC School's community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely



**Catherine Anderson**  
Chair of Directors



**Daniel Copley**  
CSEL/CEO



## MISSION

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## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
 Guide us on the path toward our destination,  
 and renew our strength as we continue to walk and commune  
 with you.  
 Open our eyes, so we see the signs of your presence around  
 us;  
 open our hearts, so we may receive your peace  
 and love; and empower us to pass on to others  
 the grace you have shared with us so freely.  
**Amen.**

## VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

## STRATEGY

### Strategic Focus 1

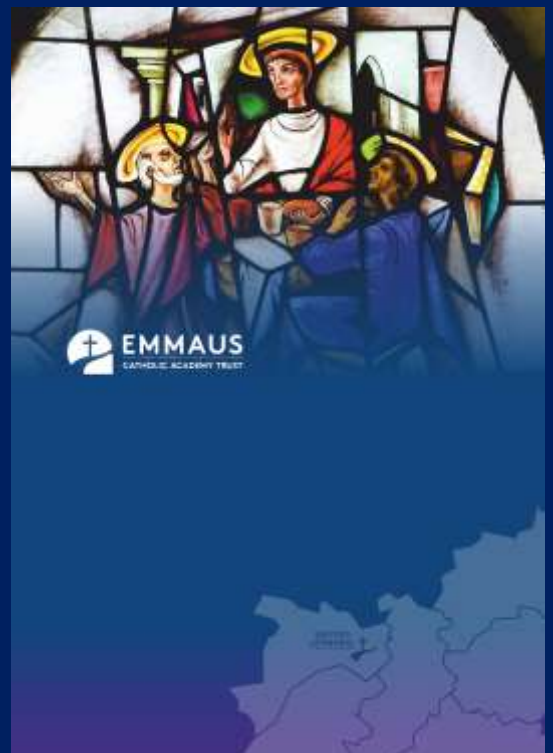
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

### Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

### Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.



Welcome to St Antony's Roman Catholic School.

As Headteacher, I am proud to lead a vibrant, forward-thinking and over-subscribed 11–16 school at the heart of the Trafford community. We are driven by a clear moral purpose: to enable every young person to flourish, achieve and grow into the very best version of themselves. Our success is built on an ambitious, carefully sequenced curriculum, high-quality teaching and a strong culture of pastoral care, ensuring that all students are supported to thrive both academically and personally. We set high expectations in all aspects of school life, underpinned by a shared commitment to excellence, respect and personal responsibility.

What truly makes St Antony's special is our strong sense of community. We are a welcoming and inclusive school where relationships matter, and where staff work closely with families to provide the right support at the right time. Rooted in our Catholic faith, our values are guided by the teachings of Jesus Christ, with respect at the centre of everything we do. We celebrate diversity, promote resilience and place great importance on students' personal development and wellbeing. For colleagues joining us, this means becoming part of a dedicated, supportive team committed to making a real difference—working in a school where young people are enthusiastic, respectful and eager to learn, and where staff are valued as professionals and individuals.

Yours faithfully,

Mr A. Campbell  
Headteacher



# Pastoral Manager

Salary: Band 6, SCP 23-25 (£34,433.71-££36,362) Pro-rata

TTO plus 5 days (39 weeks)



The Emmaus Catholic Academy Trust and local governing body of St Antony's RC School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Pastoral Manager to join our friendly team.

We are looking for a highly motivated individual who:

- Is passionate about supporting young people and helping students thrive both academically and personally.
- Has experience working with young people in a school or educational setting.
- Has strong communication and interpersonal skills.
- Has the ability to manage challenging situations calmly and professionally.
- Has a good understanding of safeguarding and child protection procedures.
- Has excellent organisational and record-keeping skills.
- Has a commitment to inclusion, wellbeing, and student success.
- Works well as part of a team and contributes to the wider life of the school

In return we will offer you:

A supportive and welcoming school community.  
Opportunities for professional development and training.  
A dedicated and collaborative staff team.  
A rewarding role where you can make a real difference to students' lives.

**Contract:** Full Time/ Permanent

**Hours of work:** 8.30am-4.15pm

**Salary:** NJC Band 6, SCP 23-25 pro-rata

**TTO plus 5 days (39 weeks)**

**Location:** St Antony's RC School  
Bradfield Road  
Urmston  
Manchester  
M41 9PD

**Start Date:** 1<sup>st</sup> September 2026

Please contact Karen Rothwell, Headteachers PA on 0161 546 9050. Email: [head@st-antony.com](mailto:head@st-antony.com) for further details.

Closing date for applications: Monday 8<sup>th</sup> June at 12 noon  
Interviews will take place the following week



# Pastoral Manager

## Job Description

### Main purpose of the role:

The Pastoral Manager will play a key role in fostering the emotional, social, and academic well-being of students, ensuring a safe, inclusive, and supportive school environment. They will support the wider pastoral team, implement effective support systems, and liaise with staff, parents, and external agencies to promote positive outcomes for all students.

### Leadership and Strategy

- Lead the development and implementation of pastoral care strategies that align with the school's vision and values.
- Collaborate with the senior leadership team to identify and address key pastoral priorities.
- Provide line management and support for pastoral staff, including mentoring and professional development.

### Student Support

- Oversee the provision of support for students experiencing emotional, social, or behavioural challenges.
- Ensure effective systems are in place to monitor and respond to student well-being concerns, including safeguarding responsibilities.
- Act as one of the school's Deputy Designated Safeguarding Lead (DDSL) or support the DSL team where required.

### Policy and Compliance

- Develop, review, and implement policies related to pastoral care, safeguarding, and behaviour management.
- Ensure compliance with statutory requirements and best practices in safeguarding and student welfare.
- Maintain accurate and confidential records in accordance with GDPR and school policies.

### Stakeholder Engagement

- Build strong relationships with students, parents, and staff to promote a culture of mutual respect and understanding.
- Liaise with external agencies, including social services, mental health professionals, and local authorities, to provide comprehensive support for students.
- Communicate effectively with parents and carers about student progress and well-being.

### Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

### Behaviour Management

- Oversee the implementation of the school's behaviour policy, ensuring consistency across the school.
- Monitor and analyse behaviour trends, providing interventions to reduce suspensions and improve student conduct.
- Lead restorative practices to resolve conflicts and promote positive relationships.

### Attendance and Punctuality

- Work closely with the Senior Attendance Lead to monitor student attendance and punctuality, implementing interventions where necessary.
- Develop initiatives to promote high attendance and reduce persistent absenteeism.

### Mental Health and Well-Being

- Identify specific support and interventions for students that support the work of the wider pastoral team.
- Support with referrals to Early help agencies that provide support to students with a variety of identified needs.
- Be a point of contact for external agencies to support in the support and development of pupils health and wellbeing.

### Team Management

- Manage and support pastoral care staff, including form tutors, year heads, and pastoral managers.
- To support in the induction of new staff
- Organize regular team meetings to review progress, share best practices, and plan interventions.

### Crisis Management

- Act as the primary contact for critical incidents involving student welfare, providing leadership and support to resolve issues.
- Ensure the school has effective plans for managing crises, including bereavements, disclosures, and emergencies.

### Reflection Room and On-Call Duties

- Cover for one period each day in the isolation room, arranging pupil work and managing behaviour.
- Support the smooth operation of the isolation room, ensuring it aligns with school policies.
- Managing day to day requirements of the reflection room
- Support middle leaders in analysing data and identifying trends.

### Administrative and General Support

- Work under the instruction/guidance of teaching/senior staff to undertake administrative and support tasks.
- Ensure accurate and timely updates of data, including C3 data, reflection, pastoral, and curriculum data, to enable staff to make precise judgments for development plans.
- To record and track the confiscation of mobile phone
- To oversee the management of PX information uploaded to the LA and support with creation of packs for senior staff

### Alternative Provision Placements

- Manage safeguarding responsibilities for alternative provision placements.
- Organise step-out visits, provide work, set up extended work placements, and conduct health and safety checks.
- Maintain engagement with schools and employers.

### Parental and Stakeholder Communication

- Serve as the initial parental contact for Heads of Year during teaching periods.
- Increase parental engagement and improve student behaviour through effective communication.
- Cascade information to parents regarding school behavioural policies and procedures.
- To support the HOY in the organisation of parent's evenings
- To collate interim reports for students as required by different stakeholders

### Supervision and Student Engagement

- Supervise groups of pupils in non-teaching situations to improve behaviour.
- Act as one of the first points of contact for students with well-being issues and ensure matters are appropriately addressed.

### Support for School Operations

- Participate in planning and organising reward trips and parents' evenings.
- Assist in managing and recording all detention systems accurately.
- Ensure home-school communication of sanctions, rewards, or support is prompt and effective.
- Support morning routines (e.g., Meet and Greet) and record punctuality to school and lessons.
- To Update the staff handbook as required including the creation of whole school detention rotas

### Safeguarding and Compliance

- Make referrals to external agencies that support students and families.
- Ensure all documentation is to a high standard and complies with safeguarding, child protection, health, safety, and GDPR requirements.
- Support the safeguarding team with day-to-day issues.
- To collate and distribute weekly vulnerable list to inform staff briefing

### Additional Duties

- Cover for absent Heads of Year in their general duties.
- Assist in the investigation of pastoral issues, including taking statements, reviewing CCTV, and conducting restorative conversations.
- Undertake any other reasonable duties as requested by the Headteacher.



## Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

## Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

## Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.



## General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
Educated to GCSE Level (or equivalent) in English and Maths	E
Experience	
Significant experience of working in a pastoral care and/or safeguarding role	E
Experience of working in the education sector, particularly schools	E
Experience of developing and implementing policies	E
Well versed and experienced in behavioural management strategies	E
Experience of Team/Line management	D
Skills and Aptitudes	
Excellent communication and interpersonal skills with the ability to build effective working relationships with students and all members of the school/central team community and external stakeholders	E
Sound organisational skills with the ability to plan and work to deadlines	E
Resilient with the ability to adapt to changing conditions and generate effective solutions to new situations and problems as they arise	E
Ability to analyse, monitor and present data and identify key trends that support effective actions	E
Demonstrates high levels of integrity and a commitment to effort, endeavour and a focus on standards	E
Demonstrates a collaborative, team working approach focused on solutions, improvement and supporting the vision, values and priorities of Emmaus CAT	E
Ability to produce good quality written documentation	E
Competent IT skills	E
Ability to coach, develop and support a range of colleagues	E
Ability to maintain confidentiality in sensitive situations, know when to share information and to accept responsibility for decision making	E

The ability to work under pressure and manage conflicting demands	E
Commitment to continued self-development and learning	E
<b>Special Requirements</b>	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
An appropriate understanding of child protection and data protection	E
Willingness to Undertake Further Training	E



## HOW TO APPLY

### EMMAUS Catholic Academy Trust

Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com

Company No. 12206105

www.emmauscat.com

@EmmausCAT

Applications need to be made using the CES application form, available from the school website: <https://st-antonys.com/>

**Closing date:** Monday 8<sup>th</sup> June 2026 at 12 noon

**Interviews will take place:** The following week

Please return completed application forms and supporting documents to [head@st-antonys.com](mailto:head@st-antonys.com)