



Good Shepherd Catholic Primary & Nursery School
Dunley Drive, New Addington CR0 0RG

Tel: 01689 841771

Email: office@goodshepherd.croydon.sch.uk

www.goodshepherdprimaryschool.co.uk

Headteacher: Mrs Day

Deputy Headteacher: Mrs Downing

PASTORAL LEAD

Salary: £22, 715

Start Date: September 2025

Hours: Monday-Friday 8:30-3:30pm (term time only)

Closing date for applications: 10am Thursday 10th July

The Governors are seeking to appoint an experienced pastoral lead for this successful Catholic Primary School. They are required to carefully plan and provide support (overseen by the SENCO) around pupil well-being, behavioural and attendance difficulties. This will involve working with the staff, parents/carers and pupils to address barriers to learning and to make sure effective policies and procedures are in place. This role will also include supporting the SENCO with some administrative tasks.

Please note that you do not need to be a Catholic to work at Good Shepherd. We welcome all teachers, regardless of their faith on the understanding that they support our Christian ethos.

We are looking for:

- An experienced Pastoral Leader who will positively support the Catholic ethos of our school
- A hard working and committed individual who enjoys working as part of a team
- An enthusiastic and flexible member of staff who can support children to learn and succeed using a range of effective behaviour strategies
- An excellent communicator
- A creative approach to enable all children to make good progress
- A candidate with the ability to inspire and motivate others
- A nurturing approach which enables children to thrive
- A candidate with good listening skills and the ability to communicate effectively with children, families, school staff and a range of other professionals.
- The suitable candidate will work with a range of pupils including children with special, medical needs, emotional or social needs and may include those eligible for Pupil Premium.

Good Shepherd can offer you:

- A calm and supportive working environment
- Professional Development Opportunities
- Positive, happy children who enjoy learning
- Welcoming and friendly colleagues
- Supportive governors

Safeguarding and promoting the welfare of all children is paramount and all staff are expected to share this commitment.

Any offer of employment is subject to two satisfactory professional references, medical clearance, an enhanced Disclosure and Barring Services check (DBS) and evidence of eligibility to work in the UK. All of the above checks must have been completed before the start of employment.

We strongly recommend that you visit our school, please telephone to arrange a convenient time.

Job Description



Key responsibilities

Working with pupils

- Carry out assessments and identify strategies to help overcome individual pupils' barriers to learning
- Use systems to monitor the behaviour and progress of pupils who are on targeted interventions
- Co-ordinate the development of pupils' behaviour plans and review ongoing progress towards set goals
- Manage the transition of new pupils arriving or existing pupils returning to school, putting the necessary support in place to overcome any barriers to learning
- Promote high standards of behaviour and consistently implement the school's behaviour policy- providing support to teachers as appropriate
- To deliver ELSA-led sessions or equivalent
- A range of whole class, small group and 1:1 sessions
- Oversee inductions for new staff
- Work with the attendance officer to monitor and implement strategies to improve the attendance of pupils who are on targeted interventions
- Work with the SENCO to identify pupils in need of additional support and to develop individual support plans
- Attend weekly inclusion meetings

Working with parents/carers and external agencies

- Communicate with parents/carers following behavioural incidents to discuss the effectiveness of the support in place for their child
- Build positive relations with parents/carers to encourage family involvement in their child's progress
- Assist parents/carers with any information they need to support their child
- Liaise with external support agencies and professionals as required, to cater for pupils' individual needs
- Build and refresh knowledge on the range of external support available that could support pupils' individual needs

Learning together as part of God's family

Safeguarding

- Trained to be a DSL
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

Qualifications & experience

- GSCE grade C / 5 or above in English and Maths
- ELSA-trained or equivalent
- Experience working in a school environment or other educational setting
- Experience working with children / young people with additional needs (e.g. SEND, behavioural, mental health)
- Experience planning and delivering targeted interventions
- Experience working with colleagues and external stakeholders (e.g. from external agencies)
- Good listening skills
- Effective written and verbal communication skills
- Knowledge of the barriers to learning that pupils may face
- Tailoring plans and interventions to individual pupils
- Able to use IT systems and to conduct analysis and produce reports
- Able to create good relationships with children, staff, parents and external agencies
- Knowledge of available support services in the local area
- Ability to use a range of effective behaviour strategies

Applicants must complete a [CES application form](#) available from the school website. Please note that this should be completed electronically rather than handwritten and artificial intelligence (AI) supporting statements will not be accepted. Completed forms should be returned to the School Business Manager by email: sbm@goodshepherd.croydon.sch.uk .

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