

Sixth Form Pastoral Manager (Non-Teaching)

Salary: £28,000 - £33,000 – Pro Rata Term time + 1 week

To start as early as possible. We are looking to appoint an enthusiastic and dynamic individual to support the running of Sixth form of the College. St Joseph's is a high performing school, ranked in the top 25 of Boys non-selective schools nationally with a mixed Sixth form of over 200 students and growing.

As Sixth Form Pastoral Manager your role will be to coordinate and implement Sixth Form student support and mentoring. To provide timely, efficient, professional communication and administration as required to the Director of Sixth Form and to deputise for Director of Sixth Form when they are absent. We are looking for someone who understands the difference a great education can make to pupils lives, will be a great role model for not only them but other members of staff too. Ideally you will have had experience of working with Sixth form students, having a good working knowledge of SIMS systems, enjoy being part of a great team and have a genuine passion and belief in the potential of every student.

The ideal candidate will:

- Be a confident, organised, pro-active individual who is able to prioritise their time and have the ability to work on their own initiative.
- be enthusiastic and passionate about helping students.
- have excellent inter-personal/networking skills
- have good attention to detail
- have good listening skills.

St Joseph's College is one of the oldest boys Catholic Schools in the South with over 163 years of History. We are a successful 11-18 Boys' School (Girls in the 6th Form) on the Croydon/Lambeth border. As a Catholic school we place our faith in the person realising that each life is unique and precious. The College provides a highly supportive working environment and we are committed to professional development.

We would like to appoint as soon as possible so may interview on application. We encourage any potential applicants to visit or telephone the school for an informal discussion about this position with the Headmaster.

Completed College Application forms to be sent to the Head's PA:

Mrs C Stevens: cstevens@sjc.ac

Closing date for the receipt of completed applications: Thursday 5th December by 9.00 am

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role. Applications may be considered whilst the post is being advertised. SJC reserves the right to close the adverts earlier than the stated deadline.