



St. Joseph's Catholic Primary School, Devizes

A Catholic Academy

St. Joseph's Place, Devizes, Wiltshire, SN10 1DD.

(01380) 723084 email: secretary@stjosdevizes.wilts.sch.uk

www.stjosdevizes.wilts.sch.uk

Shining in the Light of Christ to be the Best that we can be

Vacancy: Pastoral Manager with ELSA responsibilities

A bit about us:

Come and join our friendly and dedicated team in our Mission to enable every child to SHINE and be the best that they can be. Our supportive team makes St Joseph's a great place to work.

All about the role:

Are you passionate about making a tangible difference in the lives of children and their families? We are seeking an enthusiastic, empathetic, and dedicated individual to join our team in the role of Pastoral Manager incorporating ELSA responsibilities.

This vital position sits at the heart of our community. As our ELSA, you will work directly with students to help them understand and manage their emotions, building the resilience they need to thrive. As our Pastoral Manager, you will bridge the gap between home and school, establishing trusted relationships with parents and carers to provide early intervention and practical support.

Key Responsibilities

As an ELSA (Emotional Literacy Support Assistant):

- Plan and deliver high-quality, tailored individual and small-group interventions focusing on emotional literacy, social skills, self-esteem, and anger management.
- Support children experiencing emotional challenges such as anxiety, bereavement, or family changes.
- Maintain precise case records and regularly evaluate the impact of emotional interventions in collaboration with the SENDCo.

As a Pastoral Manager:

- Act as a reliable and welcoming point of contact for parents and carers, offering advice, guidance, and a listening ear.
- Provide early intervention support for families facing difficulties, including hosting drop-in sessions and conducting home visits when necessary.
- Actively promote and support excellent school attendance and engagement.
- Partner with external support agencies, children's services, and health professionals to signpost families to targeted resources.
- Contribute to Early Help Assessments and attend multi-agency support meetings.

In return, we can offer:

- Enthusiastic, empathetic, welcoming and well-behaved children who enjoy learning
- A friendly and supportive staff team
- Good professional development opportunities
- An inclusive and caring ethos, with a focus on wellbeing
- The opportunity to be part of our Mission to champion every child and enable them to thrive and SHINE

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

If you are committed to making a difference to children's lives and want to be part of a dedicated team, then why not come and visit us to find out more. This is a permanent appointment working term time only plus some training days when relevant.

Hours: Mon-Fri 8am to 3.15pm. 31.25 hrs/week 38 weeks a year plus some training days. Contract type: Permanent.

Salary: Grade G £15.56 - £16.61/hr; actual salary £21,349 - £22,787

Closing date (and time): Midday Wednesday 14th October 2026

Interview date: Friday 16th October 2026

Commencement date: ASAP following safer recruitment checks

Visits to the school are warmly welcomed - please contact Claire Smoker on 01380 723084 to make an appointment.

Full details and an application pack are available from the school office or can be downloaded from our school website <http://www.stjosdevizes.wilts.sch.uk>. Completed application forms should be sent to Miss Payne assistantheadteacher@stjosdevizes.wilts.sch.uk